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Civil Service Commission of San Francisco

REGULAR MEETING - PART I

JANUARY 3, 1977, 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Tarantino
Excused: Commissioner Powell
Commissioner Salomon presided

MINUTES:

Regular Meeting of December 20, 1976.: Approve.

CLASSIFICATION AND PAY:

1399-76 Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV.H.

Action: Adopt Staff Report. Approve.

1403-76 Retitling and amendment of Classes 1750 Photostat Operator (Sch. 28.6 \$390B467, \$848M1016) 1752 Senior Photostat Operator (Sch. 30.3 \$420B505, \$914M1098).

December 20, 1976: Over to meeting of January 3, 1977.

Action: Adopt amended Staff Report.

1. Retitle classes 1750 Photostat Operator and 1752 Senior Photostat Operator to Microphoto Technician and Senior Microphoto Technician respectively.
2. Amend specifications for both classes as proposed in the staff report.
3. Grant status rights to permanent employees in class 1750 Photostat Operator.
4. Amend Salary Ordinance Sections 251010 and 419010 to reflect the new class titles.

1538-76 Survey of one vacant 1450 Principal Clerk Stenographer Position, Dept. of Finance and Records.

Action: Adopt Staff Report.

1. Reclassify one 1450 Principal Clerk Stenographer (Sch. 28.6 \$851M1019) to 1426 Senior Clerk Typist (Sch. 26.1 \$790M908).
2. Amend Annual Salary Ordinance Section 227010 accordingly.
3. Advise Department to submit Companion Supplemental Appropriation.

1545-76 Classification of one new position (1976-77 Budget) Sheriff's Department.

Action: Adopt Staff Report.

1. Establish new class of 8347 Director of Training Programs, Sheriff's Department (1976-77 Budget, Sch. J, Z 42.7 \$1627M1974) as recommended by the department.
2. Allocate one position now listed as "A101 Training Officer" to the new class of 8347 Director of Training Programs, Sheriff's Department.
3. Amend Annual Salary Ordinance Section 173010A accordingly.

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CLASSIFICATION AND PAY: (continued)

1564-76 Classification of two positions approved in the 1976-77 budget of the Public Utilities Commission, Municipal Railway.

December 20, 1976: Over to meeting of January 3, 1977.

Action: Off Calendar.

1578-76 Classification of one new position in class 1762 Senior Offset Machine Operator in the Fire Department.

Action: Adopt Staff Report.

1. Classify one new position in class 1762 Senior Offset Machine Operator (1976-77 Sch. 31.8 \$449B541, 997M1177).
2. Amend Annual Salary Ordinance Section 145012 to reflect the classification of this new position.

1579-76 Transfer of twelve permanent and temporary Data Processing Positions from the Controller's Electronic Data Processing Division to the Department of Public Health.

Action: Adopt Staff Report.

1. Transfer twelve permanent and temporary positions from the Controller's Electronic Data Processing Division to the Department of Public Health.
2. Amend Annual Salary Ordinance Section 124010 to reflect the deletion of four positions in class 1720 Key Punch Operator.
3. Amend Annual Salary Ordinance Section 511010 to reflect the establishment of one position in class 1720 Key Punch Operator and one position in class 1721 Senior Key Punch Operator.
4. Amend Annual Salary Ordinance Section 557010 to reflect the establishment of nine positions in class 1720 Key Punch Operator and one position in class 1856 Assistant Control Supervisor.
5. Retain current status of incumbents in positions subject to the transfer in accordance with Civil Service Commission Rule 20, Section 20.6.

1593-76 Classification of two newly budgeted 1424 Clerk Typist positions located at the Financial Aids Office and Placement Office, San Francisco Community College District.

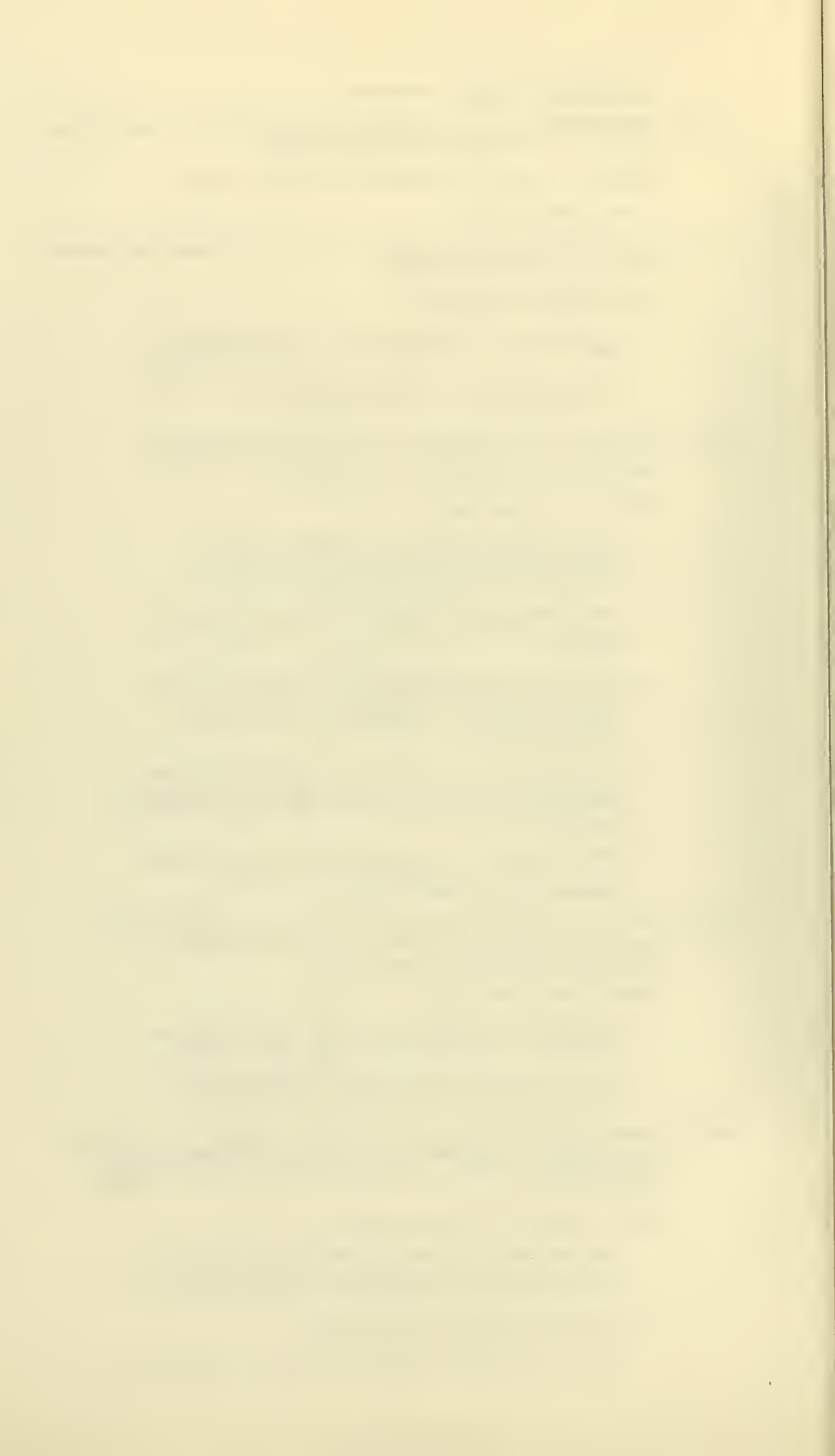
Action: Adopt Staff Report.

1. Classify two newly budgeted 1424 Clerk Typist positions to Class 1424 Clerk Typist (Sch. 24.1 \$317 - 381 BW).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1607-76 Reorganization of the Central Supply Room Divisions at San Francisco General Hospital and Laguna Honda Hospital: Abolishment of certain classifications, creation of new classifications and reallocation of positions.

Action: Adopt Staff Report as amended.

1. Adopt two new classifications 2390 Central Processing and Distribution Technician, Sched. J, 26.8A and 2392 Senior Central Processing and Distribution Technician, Sched. J, 32.2.
2. Abolish the following classifications:
2506 Central Supply Room Aide, Sched. 26.8A
2508 Central Supply Room Assistant Supervisor, Sched. 32.2



CLASSIFICATION AND PAY: (continued)

3. Retitle class 2510 Central Supply Room Supervisor to 2394 Central Processing and Distribution Supervisor.
4. Grant status to permanent incumbents to positions enumerated in the report.
5. Amend Annual Salary Ordinance Sections 557010, 557016, 555010, and 555014 accordingly.

1608-76 Request to survey one newly budgeted position (NP76-77), Dept. of Public Health, SFGH, Billing and Collections.

Action: Adopt Staff Report.

1. Allocate one new position identified in 1976-77 budget as 1856 Assistant Control Supervisor (Sch. 30.5) to classification 1855 Senior Control Clerk (Sch. 28.7).
2. Amend section 557010 of the Annual Salary Ordinance accordingly.

1609-76 Reorganization and Consolidation of Classes in the Model Cities Agency.

Action: January 3, 1977: Over to the meeting of January 17, 1977.

IN-SERVICE ACTIVITIES:

2585-76 Appeal of staff's denial of request for Supervisory Differential Adjustment by certain employees in various departments.

December 20, 1976: Deny appeal of Moses Byes, Billy S. Bobo and Helmer Adler. Appeals of John Rutherford, Andrew Neilson and Norman McInnis are over to the meeting of January 3, 1977.

Action: Over to the meeting of January 17, 1977 at the request of the protestants.

2592-76 Proposed Revisions to Civil Service Commission Rule 25.02 (Automatic Resignation) and Deletion of Rule 22.11 (Failure to Return After Expiration of Leave).

December 6, 1976: Post for one month for adoption at the meeting of January 3, 1977.

Action: Over to the meeting of January 17, 1977.

2606-76 Proposed deletions and amendments to Civil Service Commission Rules 10 through 15, 20, 22, and 33.

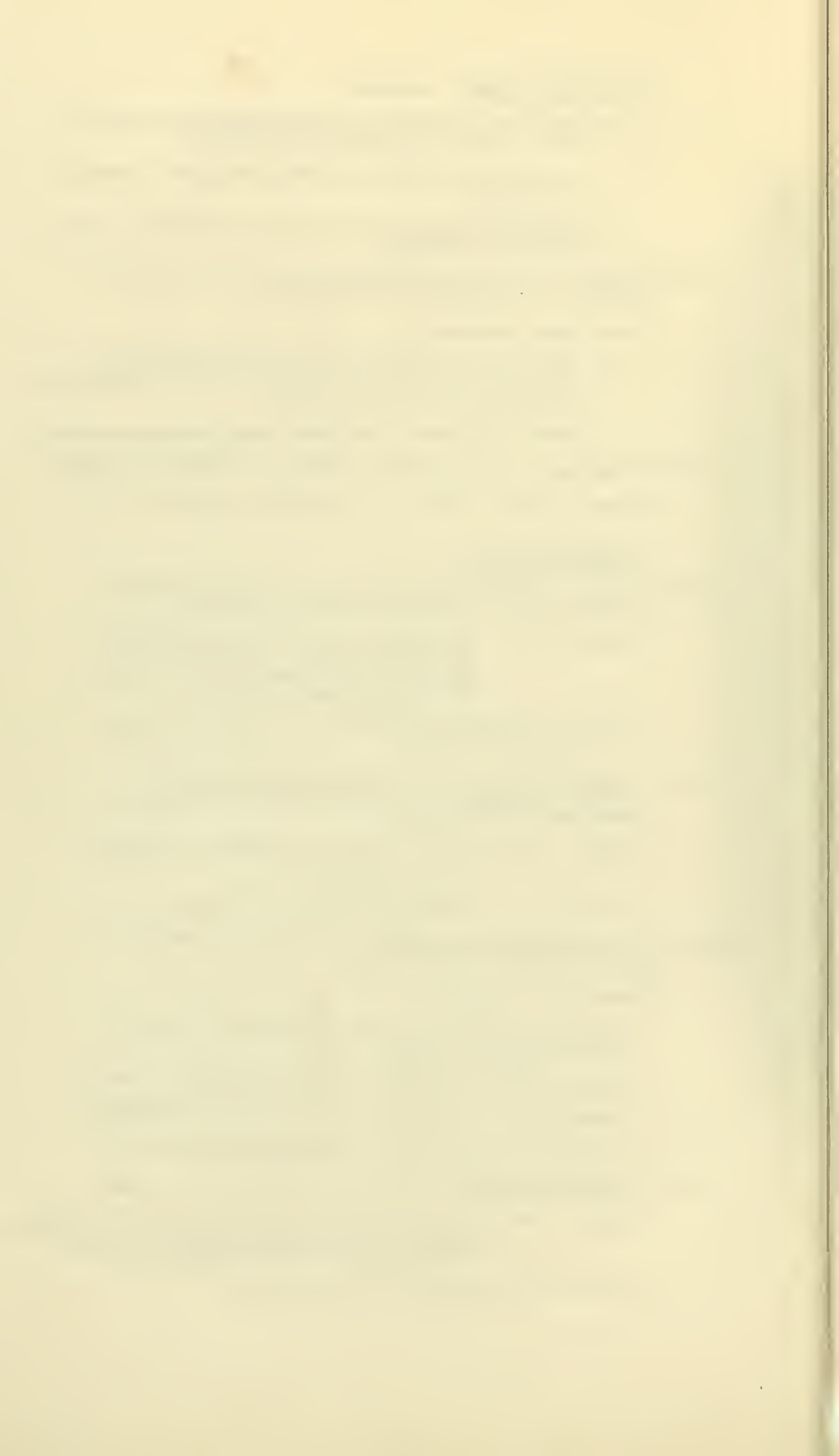
Action: Adopt as amended.

1. Delete current Civil Service Commission Rules 10 through 15, and 20 adopted July 1, 1972.
2. Adopt new Rules 10 through 14, and 20 as proposed and amended.
3. Amend Civil Service Commission Rules 22 and 33 as recommended.
4. All changes to be effective on Wednesday, January 5, 1977.

2611-76 Proposed Rule Amendments to Rules 7, 8, and 9.

December 6, 1976: Post for adoption at the meeting of January 3, 1977. Distribute to all Department Heads, Personnel Officers, and Employee Organizations for review and comment.

Action: Over to the meeting of January 17, 1977.



IN-SERVICE ACTIVITIES: (continued)

2647-76 Appeal of Medical Rejection from Joseph Moalem for Class 7348 Steamfitter.

Action: 1. Allow temporary employment only.
2. Refer to Medical Appeals Specialist at own expense.
3. Under waiver of certification to a permanent position until recommendation of the Medical Appeals Specialist is reviewed by the Civil Service Commission.

2652-76 Appeal of Medical Rejection of William Hicks for Class 2312 Licensed Vocational Nurse.

Action: Deny appeal. Proceed with disability transfer.

2661-76 Request for approval under Section 1.3 of the Annual Salary Ordinance to provide overtime compensation for employee in Class 3284 Recreation Director, Recreation and Park Department.

Action: Adopt Staff Report.

2662-76 Request for approval under Section 1.3 of the Annual Salary Ordinance to provide overtime compensation for employees in Class 1650 Accountant, Tax Collector's Office.

Action: Adopt Staff Report.

2663-76 Request for approval under Section 1.3 of the Annual Salary Ordinance to provide overtime compensation for certain employees in Classes 2624 Dietitian and 2626 Chief Dietitian, Department of Public Health, Laguna Honda Hospital.

Action: Adopt Staff Report.

2679-76 Request for Supplemental Appropriation, Civil Service Commission to effect an internal transfer of funds to purchase equipment.

Action: Approve and forward to the Office of the Mayor.

MISCELLANEOUS:

3048-76 From the heads of various departments requesting authorization to make non-Civil Service appointments.

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

43651-76 Appeal of staff denial: Protest of minimum requirements for Class 2903 Eligibility Worker.

Action: Adopt Staff Report.

1. If, as a result of this examination, the needs of the Department of Social Services are not fulfilled for Chinese bi-lingual eligibility workers, a new examination be established with requirements suitable to accomodate the Asian Community.

2. Adopt Staff Report. Deny appeal of Chinese for Affirmative Action.

43652-76 Appeal of staff denial of protest on qualifications appraisal interview ratings for Class 3422 Park Section Supervisor.

Action: Adopt Staff Report. Deny appeals of Daniel W. Beattie and James P. Mannion.

43653-76 Appeal of staff denial: Protest of minimum requirements and creation of Class 3321 Senior Animal Keeper.

Action: Adopt Staff Report. Deny protest.

43654-76 Appeal of staff denial regarding interpretation of appeal procedure on athletic test for Class 8304 Deputy Sheriff examination.

RECRUITMENT AND EXAMINATIONS: (continued)

Action: Adopt Staff Report. Deny appeal of Rhonda Polk.

43655-76 Appeal of staff denial concerning minimum requirements on the announcement for class 7345 Electrician issued December 24, 1976.

Action: Adopt Staff Report. Deny appeal. (Vote of 3 to 1. Commissioner Salomon dissents).

43656-76 Q35 Assistant Inspector Special Report.

Action: Adopt Staff Report. Deny all appeals.

43657-76 Q50 Sergeant Special Report.

Action: Adopt Staff Report. Deny all appeals (Re appeal of Gerald Roberts
Vote of 3 to 1 Commissioner Tarantino dissents.)

43644-76 Q2 Police Officer Special Report.

Action: In Executive Session:

1. Deny appeal of Carl Frank
2. Deny appeal of Ruth La June Williams (Vote of 3 to 1. Commissioner Salomon dissents).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 3, 1977, 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: ^

5516-77 Charles Kosanke, 1402 Junior Clerk, Public Library, CETA
12/1/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to Public Library.

5517-77 James Turner, 1404 Clerk, Purchasing Department, CETA, 12/3/76.

Action: Over to the meeting of January 17, 1977.

5518-76 Dale T. Hayes, 7560 Field Conservation Aide, Public Works,
CETA, 12/6/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to Public Works.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5519-77 Bernard Guenther, 1446 Senior Clerk Stenographer, Public
Health Department, 12/8/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to Public Health.

5520-77 John C. Gronos, 2312 Licensed Vocational Nurse, 19/E-68,
Public Health Department, SFGH, 12/17/76.

Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5521-77 Shadrac Range, 2736 Porter, 51/E-23, Public Health, SFGH, 7/26/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to Public Health.

5522-76 Velma Fuller, 3595 School Aide I, 125/E-1, San Francisco
Unified School District, 12/17/76.

Action: Over to the meeting of January 17, 1977.

5523-77 Louis Spencer, 1424 Clerk Typist, 248/E-176, Public Health
Department, VD Control, 12/7/76.

December 6, 1976: Over to meeting of January 3, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to Public Health.

AUTOMATIC RESIGNATIONS:

- 5524-77 William King, 2302 Orderly, 1/E-183, Public Health, LHH, 11/16/76.
Action: Return name to list under waiver until medically cleared by the Civil Service Commission.
- 5525-77 Phil C. Crease, 2714 Janitor, Recreation and Park Department, CETA, 12/13/76.
Action: Approve.
- 5526-77 Nancy Muzzy, 3280 Assistant Recreation Director, Recreation and Park Department.
Action: Approve.
- 5527-77 Mark Vert, 3280 Assistant Recreation Director, 61/E-5, Recreation and Park Department, 12/8/76.
- 5528-77 Mark Young, 3280 Assistant Recreation Director, 2/E-5, Recreation and Park Department, 12/8/76.
Action: Approve.
- 5529-77 Lora Hufstader, 3280 Assistant Recreation Director, 10/E-5, Recreation and Park Department, 12/8/76.
Action: Approve.
- 5530-77 Roger Y. Woo, Assistant Recreation Director, V-115/E-3, Recreation and Park Department, 12/8/76.
Action: Approve.
- 5531-77 Richard Howard, 7390 Welder, V-1/E-4, Public Utilities Commission, 12/3/76.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5532-77 Frederick Naylor, 2910 Social Worker, 43/E-109, Social Services Department, 12/13/76.
Action: Off Calendar.
- 5533-77 Leah McCann, 3280 Assistant Recreation Director, 22/E-4, Recreation and Park Department, 12/9/76.
Action: Approve.
- 5534-77 Constance Gherardi, 1424 Clerk Typist, 15/E-173, Recreation and Park Department, 12/9/76.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to Recreation and Park. Under waiver of appointment until medically cleared by the Civil Service Commission.
- 5535-77 Lucinda Jones, 3280 Assistant Recreation Director, 49/E-5, Recreation and Park Department.
Action: Approve.
- 5536-77 James H. Anders, 3280 Assistant Recreation Director, 136/E-3, Recreation and Park Department, 12/8/76.
Action: Approve.

= Calendar - Action Taken
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 17, 1977, 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Commissioner Salomon presided

MINUTES:

Regular Meeting of January 3, 1977. Action: Approve.

CLASSIFICATION AND PAY:

1009-77 Classification of Eight Positions Authorized in the 1976-77 Budget of the Department of Social Services.

Action: Adopt Staff Report.

1. Classify the following positions in the requested classifications:

- 1 - 1632 Senior Account Clerk, (Sch. 27.6 \$372B446, 809M970)
- 1 - 1650 Accountant (Sch. 31.0 \$434B521, 944M1133)
- 1 - 1652 Senior Accountant (Sch. 35.0 \$521B628, 1133M1366)
- 5 - 2905 Senior Eligibility Worker (Sch. 29.4 \$404B485, 879M1055)

2. Amend Annual Salary Ordinance Section 169010A accordingly.

1594-76 Classification of One Newly Budgeted 1424 Clerk Typist Position At the Registrar's Office, San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify one newly budgeted 1424 Clerk Typist position (Sal. Sch. 24.1 317-381BW) as Class 1404 Clerk (Sal. Sch. 24.1 317-381 BW).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1609-76 Revised Report Re: Reorganization and Consolidation of Classes In The Model Cities Agency.

Action: Adopt Staff Report.

1. Consolidate the following 8 classes into 4 new classes as indicated and adopt new class specifications as attached:

NEW CLASSES

9402 Program Specialist I, CDA		9401 Program Monitor I, CDA
9428 Evaluation Specialist I, CDA	to	(541B652)
9404 Program Specialist II, CDA		9403 Program Monitor II, CDA
9442 Relocation Specialist, CDA	to	(638B769)
9406 Program Coordinator, CDA		9405 Manager, Program Monitor
9476 Director of Planning & Program Development, CDA	to	ring, CDA (701B846)
9410 Director, Citizen Participation, Model Neighborhood Agency		9411 Citizen Participation/Rehabilitation Monitor
9412 Deputy Director Citizen Participation, Model Neighborhood Agency	to	(638B769)

2. Grant status to permanent incumbents of the above classes in accordance with their seniority (See Addendum to Report).

CLASSIFICATION AND PAY: (continued)

3. Delete the following positions:

- 1 - 1270 Personnel Officer
- 1 - 9458 Program Specialist Trainee

4. Abolish Class 9456 Director of Program Coordination.

5. Allocate the following positions to existing classes as follows:

- 1 - 1656 Head Accountant
- 2 - 1654 Principal Accountant

6. Reclassify position of 8176 Trial Attorney, Civil & Criminal to 8178 Senior Trial Attorney, Civil & Criminal.

7. Reclassify 1 position of 1452 Stenographic Secretary to 1458 Legal Stenographer.

8. Delete Salary Section 154080 and all positions therein; modify Salary Section 154099 to read as follows:

1 - 1424 Clerk Typist	317-381
1 - 1426 Senior Clerk Typist	348-416
1 - 1444 Clerk Stenographer	332-398
3 - 1446 Senior Clerk Stenographer	356-426
1 - 1458 Legal Stenographer	381-455
1 - 1450 Principal Stenographer	390-467
1 - 1650 Accountant	Z 434-521
2 - 1652 Senior Accountant	Z 521-628
3 - 1654 Principal Accountant	Z 628-758
1 - 1656 Head Accountant	Z 758-916
1 - 8178 Senior Attorney, Civil & Criminal	Z 866-1047
4 - 9401 Program Monitor I, CDA	J,Z 541-652
2 - 9403 Program Monitor II, CDA	J,Z 638-769
1 - 9405 Manager, Program Monitoring, CDA	J,Z 701-846
2 - 9411 Citizen Participation/Rehabilitation Monitor	J,Z 638-769
1 - 9434 Senior Research Assistant, CDA	Z 1324M1324
1 - 9458 Program Specialist Trainee, CDA	Z 816M816
1 - 9484 Director of Administration, CDA	Z1746M1746
1 - 9490 Director, CDA	Z1902M1902

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1011-77 Classification of Newly Budgeted Position In The Employee's Retirement System.

Action: Over to the Meeting of February 7, 1977.

IN-SERVICE ACTIVITIES:

2479-76 Appeal of Medical Rejection from Eugene Martone for Class S102 Conductor.

October 18, 1976: Refer to Medical Appeals Specialist at own expense.

Action: Adopt Staff Report.

1. Sustain Medical Rejection as an S102 Conductor.
2. Inform Mr. Martone that this rejection is without prejudice to a non-operating position as recommended by the Medical Examiner.

IN-SERVICE ACTIVITIES: (continued)

- 2571-76 Request For Appointment Above the Entrance Rate For Employee In Class 4266 Chief of Technical Services, Assessor's Office.
- Action: Adopt Staff Report. Approve the permanent appointment of Victor Udalloff at step 5 in the compensation schedule for Class 4266 pending the Controller's certification that funds are available.
- 2585-76 Appeal of Staff's Denial of Requests for Supervisory Differential Adjustment by Certain Employees in Various Departments.
- December 20, 1976: Deny appeal of Moses Byes, Billy S. Bobo and Helmer Adler. Appeals of John Rutherford, Andrew Neilson and Norman McInnis are over to the meeting of January 3, 1977.
- January 3, 1977: Over to Meeting of January 17, 1977.
- Action: Over to the Meeting of February 7, 1977.
- 2592-76 Proposed Revisions to Civil Service Commission Rule 25.02 (Automatic Resignation) and Deletion of Rule 22.11 (Failure to Return After Expiration of Leave).
- December 6, 1976: Post for one month for adoption at the meeting of January 3, 1977.
- January 3, 1977: Over to Meeting of January 17, 1977.
- Action: Over to the Meeting of March 21, 1977.
- 2606-76 Correction of error in Civil Service Commission Rule 14, Section 14.01 b, adopted January 3, 1977.
- Action: Adopt Staff Report. Amend Civil Service Commission Rule 14, Section 14.01 b. Change time period for advancement from a part-time or school-term only position from two (2) years to one (1) year.
- 2611-76 Proposed Rule Amendments to Rules 7, 8, and 9.
- December 6, 1976: Post for adoption at the meeting of January 3, 1977. Distribute to all Department Heads, Personnel Officers, and Employee Organizations for review and comment.
- January 3, 1977: Over to Meeting of January 17, 1977.
- Action: Over to the Meeting of March 21, 1977.
- 2644-76 Appeal of Staff Decision Regarding Lay-Off Procedures For One Employee In Class 2932 Senior Psychiatric Social Worker.
- Action: Over to the Meeting of February 7, 1977.
- 2018-77 Appeal of Medical Rejection from Charles H. Hunter for Class 3522 Senior Museum Preparator.
- Action: Sustain Medical Rejection. (Vote of 4 to 1: Commissioner Chow dissents. The Commission will consider rescission of this decision at its Meeting of February 7, 1977).
- 2019-77 Budget Request, Civil Service Commission, Fiscal Year 1977-78.
- Action: Approve and forward to the Office of the Mayor.

MISCELLANEOUS:

- 3001-77 Requests from departments to back date requisitions:
- P-9507 5181 Chief, Bureau of Sanitary Engineering 12/14/76 Public Works
T-60389 7560 Field Conservation Aide 12/17/76 Public Works
- Action: Approve as recommended by Committee.
- 3002-77 From the heads of various departments requesting authorization to make
non-civil service appointments.
- Oral Authorization Numbers: 3783 - 3848
- Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 43654-76 Appeal of Staff Denial Regarding Interpretation of Appeal Procedure On
Athletic Test for Class 8304 Deputy Sheriff Examination.
- Action: 1. Rescind action of January 3, 1977.
2. Grant Rhonda Polk a passing score in the athletic portion
of the 8304 Deputy Sheriff examination.
- 43644-76 Q-2 Police Officer Special Reports.
- Action: 1. Find Robert J. Guinan qualified as to residency.
(Vote of 4 to 1: Commissioner Salomon dissents).
2. Sustain rejection of James Moore and Raymond C. Marchant.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 17, 1977, 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5539-77 Horace Thomas, 2736 Porter, Public Health, SFGH, 11/5/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Health.
- 5540-77 Josea Stevens, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 1/4/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park.
- 5541-77 Paul Kennedy, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 1/4/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park. (Vote of 4 to 1: Commissioner Powell dissents).
- 5542-77 Robert Toliver, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 1/4/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park.
- 5543-77 Yolanda Gonzales, 1404 Clerk, CETA, Public Health, SFGH, 12/31/76.
- Action: Over to the Meeting of February 7, 1977.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

- 5544-77 Inez Lebin, 2342 Head Nurse, 7/P-3, Public Health, SFGH, 12/27/76, (No appeal filed).
- Action: Approve. Reinstate to the position from which promoted.
- 5545-77 James Garrett, 1406 Senior Clerk, 1/P-4, Department of Social Services, 12/29/76. (No appeal filed).
- Action: Approve. Dismiss from the Service. No future employment with the City and County of San Francisco.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5546-77 Edward Johnson, 8304 Deputy Sheriff, V-90/E-8, Sheriff's Department, 12/23/76.
Action: Over to the Meeting of February 7, 1977.
- 5547-77 Edward Phillips, 2444 Clinical Laboratory Technician, V-1/E-3, Medical Examiner-Coroner, 12/28/76.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Medical Examiner-Coroner.
- 5548-77 Margarito Boiser, 7338 Lineman, 5/E-7, Public Utilities Commission, 12/13/76.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5549-77 Richard Spearman, 6106 Sanitary Engineering Technician, 21/E-2, Public Works, 12/29/76.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Works.
- 5550-77 Charles Simpson, 2566 Rehabilitation Counselor, 26/E-2, Department of Public Health, Community Mental Health Services, 12/31/76.
Action: Return name to list. Not to be certified again to Vocational Rehabilitation Services or District 5 Mental Health Center, CMHS, Department of Public Health.
- 5551-77 Joel Black, 2615 School Lunchroom Helper, 61/E-6, School District, 12/29/76.
Action: Over to the Meeting of February 7, 1977.
- 5552-77 Gloria Harrison, 2302 Orderly, 12/E-306, Intensive Care Unit, Public Health, SFGH, 12/31/76.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Health.
- 5553-77 Ann Garcia, 1424 Clerk Typist, 13/E-197, School District, 12/31/76.
Action: Return name to list. Not to be certified again to the San Francisco Unified School District. (Vote of 4 to 1: Commissioner Tarantino dissents).
- 5554-77 Velma Fuller, 3595 School Aide I, 125/E-1, School District, 12/17/76.
January 3, 1977: Over to Meeting of January 17, 1977.
Action: Return name to list.

RESIGNATIONS:

- 5555-77 Susan Hyche, 1440 Medical Transcriber Typist, 2/E-27, Public Health, SFGH, 12/17/76.
- Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.
- 5556-77 Herman Holland, S102 Conductor, V-137/E-98, Public Utilities Commission, S.F. Municipal Railway, 7/1/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

AUTOMATIC RESIGNATIONS:

- 5557-77 Israel Lopez, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 12/27/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park.
- 5558-77 Calvin Franklin, S104 Motorman, 66/E-99, Public Utilities Commission, S.F. Municipal Railway, 12/10/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5559-77 Frank Smalling, S104 Motorman, 157/E-109, Public Utilities Commission, S.F. Municipal Railway, 12/10/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5560-77 Albert Swanson, 2910 Social Worker, 20/E-106, Department of Social Services, 12/9/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Social Services. (Vote of 4 to 1: Commissioner Salomon dissents).
- 5561-77 Mason Garrett, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 1/3/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park.

AUTOMATIC RESIGNATIONS: (continued)

- 5562-77 LeRoi Thorn, 3610 Library Assistant, CETA, Public Library, Main Library, 12/29/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Library.

PUBLIC HEARING:

- 1010-77 Public Hearing on 1977-78 Salary Recommendations for Employees Pursuant to the Provisions of Section 8.400, 8.401, and 8.407 of the Charter.
- Action: Adopt Staff Report.

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SAN FRANCISCO CIVIL SERVICE COMMISSION

DARRELL J. SALOMON
FRANK N. ALIOTO
WILLIAM JACK CHOW
GENEVIEVE POWELL
JOSEPH C. TARANTINO

President
Vice President
Commissioner
Commissioner
Commissioner

BERNARD ORSI

General Manager, Personnel

SPECIAL MEETING

Calendar
Actions Taken

JANUARY 28, 1977
2:00 P.M.
52-A CITY HALL

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Powell
Commissioner Tarantino

Excused: Commissioner Chow
Commissioner Salomon presiding

2039-77 Administrative Provisions of the 1977-78 Salary Standardization Ordinance.

Action: Adopt Staff Report as amended and forward to the Board of Supervisors. (re Administrative Compensation Plan: Vote of 3 to 1 Commissioner Salomon dissents).

2040-77 Request for Supplemental Appropriation, Civil Service Commission, to defray additional costs of Salary Survey.

Action: Approve and forward to the Office of the Mayor.

2042-77 Request for Appointment Above the Entrance Rate for Employee in Class 3670 City Librarian.

Action: Over to the Meeting of February 7, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 7, 1977, 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Commissioner Salomon presided

MINUTES:

Regular Meeting of January 17, 1977. Action: Approve.

ANNOUNCEMENTS:

It was moved and seconded and there being no dissent, John J. Walsh, Acting Assistant General Manager, Personnel is appointed as an alternate to the Transport Workers Union San Francisco Municipal Railway Trust Fund pursuant to Civil Service Commission Rule 36.

CLASSIFICATION AND PAY:

- 1006-77 Classification of One New Position In The Public Utilities Commission; Adoption of New Class.
- Action: Adopt Staff Report.
1. Adopt new class 5175 Director, Bureau of Safety, Public Utilities Commission with salary as recommended by the Department (Sch. 47.5 \$938B1136, 2040M2471 J,Z).
 2. Allocate one new position to this classification.
 3. Amend Annual Salary Ordinance Section 705010A to reflect the allocation of this new position.
- 1021-77 Amendment to Class Specifications for Classes 5130 Sewage Treatment Plant Superintendent, 5132 Sewer Repair & Sewage Treatment Superintendent, 5134 Sewage Treatment Plants General Superintendent.
- Action: Adopt Staff Report. Amend specifications for subject classifications to provide for appropriate grade level certification required by State Water Resources Control Board under the provisions of the California Administrative Code.
- 1028-77 Classification of One Budgeted Position At San Francisco Unified School District.
- Action: Adopt Staff Report.
1. Classify one 1632 Senior Account Clerk position (Sal. Sch. 27.6 \$809M970) as budgeted.
 2. Advise the Board of Education to amend their Annual Salary Resolution accordingly.
- 1032-77 Classification of 4 New Positions Department of Public Health, Community Mental Health Services: A Supplemental Appropriation.
- Action: Over to the Meeting of February 22, 1977. (Vote of 4 to 1 Commissioner Salomon dissents.)
- 1033-77 Classification of One Budgeted Position At San Francisco Unified School District.
- Action: Adopt Staff Report.
1. Classify one part-time 1202 Personnel Clerk position (Sal. Sch. 26.3 \$763M914) as budgeted.

CLASSIFICATION AND PAY: (continued)

2. Advise the Board of Education to amend their Annual Salary Resolution accordingly.

- 1044-77 Interpretation of Section V Salary Standardization Ordinance - Overtime Compensation.
Action: Adopt Staff Report. Advise the Department of Public Works that the employee is to be compensated for time worked on Saturday at the rate of time-and-one-half.
- 1049-77 Classification Of One Position Authorized In The 1976-77 Budget Of The Community College District.
Action: Adopt Staff Report.
 1. Allocate one budgeted position in Class 1880 Chief of Systems (Sch. 47.5 \$938B1136, 2040M2471) in the Community College District to Class 1866 Systems and Procedures Supervisor (Sch. 42.2 \$731B882, 1590M1918).
 2. Advise Community College District to amend their Annual Salary Resolution to reflect the classification of this position.
- 1054-77 Classification of A Newly Budgeted 1220 Payroll Clerk position at Payroll Division, San Francisco Unified School District.
Action: Adopt Staff Report.
 1. Classify one newly budgeted 1220 Payroll Clerk position as Class 1220 Payroll Clerk (Sal. Sch. \$356-426 BW).
 2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
- 1058-77 Survey Of One 1630 Account Clerk Position, Board of Supervisors.
Action: Adopt Staff Report.
 1. Reclassify one 1630 Account Clerk (Sch. 24.6 \$325-390) to 1632 Senior Account Clerk (Sch. 27.6 \$372-446).
 2. Amend Annual Salary Ordinance Section 181010 accordingly.
- 1062-77 Classification Of One New Unclassified Budgeted Position In The Retirement System.
Action: Over to the Meeting of February 22, 1977.
- 1063-77 Resolution Authroizing a Contract with the State Personnel Board to Provide Data for the Salary Survey 1977-78.
Action: Approve.
- 1300-77 Survey Of Class 4330 Investment Specialist In The Office Of Treasurer.
Action: Adopt Staff Report.
 1. Establish new Class of 4378 Cash Management and Investment Officer, Sch. 49.8 \$1047B1267; 2277M2756.
 2. Abolish Class 4330 Investment Specialist, Sch. 40.2 \$664B803; 1444M1747 when it will not adversely affect the incumbent.
 3. Amend the Annual Salary Ordinance section 183010 accordingly. (Vote of 3 to 2: Commissioner Alioto and Salomon dissents).
- 1440-77 Re-classification of Two 1706 Telephone Operators at the San Francisco Community College District.
Action: Over to the Meeting of February 22, 1977.

CLASSIFICATION AND PAY: (continued)

- 1506-76 Consolidation of Classes S102 Conductor and S104 Motorman In The Municipal Railway.
- Action: Adopt Staff Report.
1. Establish new Class 9163 Transit Operator (Same Rate).
 2. Consolidate Classes S102 Conductor and S104 Motorman into new class 9163 Transit Operator (Same Rate).
 3. Grant status rights to employees and eligibles in Classes S102 Conductor and S104 Motorman to the consolidated classification.
 4. Abolish Class S106 Bus Operator.
 5. Amend Annual Salary Ordinance Section 735031 to reflect this action.
- 1511-76 Classification Of One Budgeted Position At San Francisco Unified School District, Occupational Therapy Department, Sunshine Orthopedic School.
- Action: Adopt Staff Report.
1. Classify one 2548 Occupational Therapist position (Sal. Sch. 32.5 \$1011M1218) as budgeted.
 2. Advise the Board of Education to amend their Annual Salary Resolution accordingly.
- 1607-76 Addendum to Report #1607-76 (Reorganization of Central Processing and Distribution Divisions at San Francisco General Hospital and Laguna Honda Hospital).
- Action: Adopt Staff Report.
1. Abolish Classification 2308 Surgical Aide (Sal. Sch. 26.8A).
 2. Amend Sections 557010 and 555014 of the Annual Salary Ordinance.
- IN-SERVICE ACTIVITIES:
- 2018-77 Appeal of Medical Rejection from Charles H. Hunter for Class 3522 Senior Museum Preparator.
- January 17, 1977: Sustain Medical Rejection. (Vote of 4 to 1: Commissioner Chow dissents. The Commission will consider rescission of this decision at its Meeting of February 7, 1977).
- IN EXECUTIVE SESSION
- Action: 1. Rescind action of January 17, 1977.
2. Return name to list under waiver of appointment until medically cleared.
- 2030-77 Review of Personnel Services Contract between Department of Public Health and David P. Pinkowski.
- Action: Contract reviewed; forward to Purchaser of Supplies.
- 2034-77 Appeal of Medical Rejection From Robert M. Perez for Class 2714 Janitor.
- Action: Adopt Staff Report. Refer for evaluation and recommendation through the Department of Public Health.
- 2041-77 Request for Appointment Above the Entrance Rate for Employee In Class 1865 Systems and Procedures Supervisor, Special Projects.
- Action: Adopt Staff Report. Approve the exempt appointment of Myron L. Hurs at Step 5 in the Compensation Schedule Established for Class 1865 Pending the Controller's Certification that Funds are Available.

IN-SERVICE ACTIVITIES: (continued)

- 2042-77 Request For Appointment Above The Entrance Rate For Employee In Class 3670 City Librarian.
- January 28, 1977: Over to the Meeting of February 7, 1977.
- Action: Adopt Staff Report. Approve the exempt permanent appointment of John C. Frantz in Class 3670 City Librarian at step 3 in the compensation schedule established for Class 3670 pending the Controller's certification that funds are available.
- 2043-77 Request for Appointment Above the Entrance Rate for Employee In Class 8157 Investigator I, District Attorney's Office.
- Action: Adopt Staff Report. Approve the exempt appointment of Mary Sanchez to a permanent position in Class 8175 Investigator I, District Attorney's Office at step 4 in the compensation schedule for Class 8157 effective 9/22/76, and pending the Controller's certification that funds are available. (Vote of 4 to 1: Commissioner Salomon dissents.)
- 2044-77 Request for Appointment Above the Entrance Rate for Employee In Class 1104 Director, Parking Authority.
- Action: Adopt Staff Report. Approve the exempt appointment of Margaret L. Brady to a permanent position in Class 1104 Director, Parking Authority at step 5 in the compensation schedule established for Class 1104 pending the Controller's certification that funds are available. (Vote of 3 to 2: Commissioner Alioto and Salomon dissents.)
- 2058-77 Appeal of Medical Rejection from Joel Abramson for Class 2903 Eligibility Worker.
- Action: Adopt Staff Report. Refer for evaluation and recommendation through the Department of Public Health.
- 2068-77 Request for Appointment Above the Entrance Rate for Employee In Class 3544 Curator III.
- Action: Adopt Staff Report. Approve the permanent exempt appointment of Thomas P. Lee, Jr., at step 4 in the compensation schedule established for Class 3544 Curator III pending the Controller's certification that funds are available.
- 2089-77 Recommendation of the City Attorney in the Matter of Butterfield Versus the Civil Service Commission (Superior Court 713-741).
- April 19, 1976: Approve. No future employment with the City and County of San Francisco. (Termination of entrance probationary appointment).
- May 20, 1976: Request for reconsideration denied.
- Action: Grant hearing to determine future employability.
- 2585-77 Appeal of Staff's Denial of Requests For Supervisory Differential Adjustment by Certain Employees In Various Departments.
- December 20, 1976: Deny appeal of Moses Byes, Billy S. Bobo and Helmer Adler. Appeals of John Rutherford, Andrew Neilson and Norman McInnis are over to the Meeting of January 3, 1977.
- January 3, 1977: Over to the Meeting of January 17, 1977.
- January 17, 1977: Over to the Meeting of February 7, 1977.
- Action: Over to the Meeting of February 22, 1977.
- 2644-77 Appeal of Staff Decision Regarding Lay-Off Procedures For One Employee In Class 2932 Senior Psychiatric Social Worker.
- January 17, 1977: Over to the Meeting of February 7, 1977.
- Action: Deny Staff Report. Grant appeal of Anne M. Cowan. Reinstate to position without back pay. (Vote of 3 to 2: Commissioner Alioto and Chow dissent.)

MISCELLANEOUS:

- 3003-77 Requests from departments to back date requisition:
T60414 8207 Building and Grounds Patrolman 1/24/77 Public Works.
Action: Approve as recommended by Committee.
- 3004-77 From the heads of various departments requesting authorization to make non-civil service appointments:
Oral Authorization Numbers: 3849 - 3921
4000 - 4041
Action: Approve.
- 3005-77 From the heads of various departments requesting authorization to make non-civil service appointments:
Oral Authorization Numbers: 8000 - 8062.
Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40011-77 Appeal of Staff Denial of Protests Regarding Provisions of Promotive Examination Announcement for Class 1827 Assistant Management Analyst.
Action: Deny staff report. Grant appeals of Leslie Lewis and Terrance Ryan. (Vote of 4 to 1: Commissioner Tarantino dissents.)
- 40015-77 Class 8304 Deputy Sheriff. Appeal of Staff Denial: Protests of Ratings in Qualifications Appraisal Interviews.
Action: 1. Deny appeals of Leroy Johnson, Joseph Dombek, Bart S. Michelis and Paul de Timofeev.
2. Conduct new Qualifications Appraisal Interview for Loretta Parrish.
- 40016-77 Appeal of Unsatisfactory Rating Given to Elias Y. Sarsour on Background Investigation for Class 8304 Deputy Sheriff.
Action: Uphold decision of Sheriff's Department.
- 40017-77 Appeal of Staff Action as to Provisions of the Promotive Examination Announcements for Classes 2971 Director, Social Service Programs, and 2973 Assistant General Manager, Department of Social Services.
Action: Deny appeals of Lillian Johnson and Thomas J. Flaherty. Appeals of Robert E. Cowan and Issiah L. Rothblatt over to the Meeting of February 22, 1977. Mr. Edwin Sarsfield, General Manager, Department of Social Services, requested to attend.
- 40018-77 Request of Scottie McKinney to be Included In the Promotive Examination For 2932 Senior Psychiatric Social Worker.
Action: Over to the Meeting of February 22, 1977.
- 40019-77 Bibliography for the Forthcoming Q60 Lieutenant Promotional Examination.
Action: Reject bibliography and remand to the Police Commission. (Vote of 3 to 2: Commissioner Alioto and Chow dissent.)
- 40020-77 Supplemental appropriation to up date research study on the H2 Firefighter Examination, List #25.
Action: Approve and forward to the Office of the Mayor.
- 43644-76 Q-2 Police Officer Special Report.
Action: In Executive Session: Deny appeal of Douglas Dryden and Robert La Prevotte.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 7, 1977, 3:00 P.M.

Commissioner Chow Excused after Item #5571.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5564-77 Daniel Dubois, 3602 Library Page, CETA, Public Library, Main Library, 1/5/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Library.
- 5565-77 Yolanda Gonzales, 1404 Clerk, CETA, Public Health, SFGH, 12/31/76.
- January 17, 1977: Over to the Meeting of February 7, 1977.
- Action: Approve. Refer to Mayor's Office of Employment and Training to explore the possibility of other employment under CETA. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner. Not to be certified to the Department of Public Health.
- 5566-77 James Turner, 1404 Clerk, CETA, Purchasing Department, General Office, 12/3/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Purchasing Department.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

- 5568-77 Diane Kinsky, 3618 Library Technical Assistant II, P-2/5, Public Library, Main Library, 12/22/76.
- Action: Approve. Reinstate to the position from which promoted.
- 5569-77 Georgette Scardina, 1460 Senior Legal Stenographer, P-4/7, District Attorney, Family Support Bureau, 1/14/77.
- Action: Over to the Meeting of March 7, 1977.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5567-77 Charles Herring, 9110 Fare Collections Receiver, E-16/2.3, Public Utilities Commission, SEMR, 1/18/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5570-77 Milagros Austria, 1446 Senior Clerk Stenographer, E-106/7, School District, 1/28/77.
- Action: Return name to list. Not to be certified to the San Francisco Unified School District again.
- 5571-77 Martha Baker, 2903 Eligibility Worker, E-8/422, Social Services, 1/6/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Social Services.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

- 5572-77 Cynthia Barrett, 2302 Orderly, E-304/40, Public Health, Laguna Honda Hospital, 2/1/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Health.
- 5573-77 Lewis Bibler, 9122 Transit Information Clerk, E-3/31, Public Utilities Commission, S.F. Municipal Railway, 1/10/77.
Action: Over to the Meeting of February 22, 1977.
- 5574-77 Evelyn Dixon, 2702 Janitress, E-5/6, Airports Commission, 1/6/77.
Action: Over to the Meeting of February 22, 1977.
- 5575-77 Edward Johnson, 8304 Deputy Sheriff, E-8/V-90, Sheriff's Department, 12/23/76.
Action: Over to the Meeting of February 22, 1977. (Sgt. Bryant requested to attend.)
- 5576-77 Jackie Price, 1424 Clerk Typist, E-195/51, Controller, General Office, 1/20/77.
Action: Return name to list.
- 5577-77 Nicholas Quirarte, 8202 Watchman, E-4/V-22, Fine Arts Museums, 1/11/77.
Action: Approve. No future employment with the City and County of San Francisco.
- 5578-77 Gracia Mangrobang, 2320 Registered Nurse, E-407/9, Department of Public Health, SFGH, 1/18/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Health.
- 5579-77 Thomas Ralphs, 1426 Senior Clerk Typist, E-75/20, School District, 1/12/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to San Francisco Unified School District.
- 5580-77 Shirley Warren, 2110 Medical Records Clerk, E-1/1, SFGH, 1/13/77.
Action: Return name to list.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

- 5581-77 Joel Black, 2615 School Lunchroom Helper, E-6/61, School District, 12/29/76.
January 17, 1977: Over to the Meeting of February 7, 1977.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to San Francisco Unified School District.

TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5582-77 James Newton, 2736 Porter, E-51/69, Department of Public Health, SFGH, 1/16/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Health.

RESIGNATIONS:

5583-77 Wilfred Dillon, S102 Conductor, E-110/V-16, Public Utilities Commission, S.F. Municipal Railway, 12/17/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

5584-77 William Lindo, 2903 Eligibility Worker, E-7/97, Department of Social Services, 12/13/76.

Action: Over to the Meeting of February 22, 1977.

5586-77 George Raya, 2903 Eligibility Worker, E-8/398, Department of Social Services, 12/24/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Social Services.

AUTOMATIC RESIGNATIONS:

5585-77 Ken Matoba, 9910 PST Maintenance Person, CETA, Mayor's Office of Employment & Training, 1/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Mayor's Office.

5587-77 George Andrews, 2903 Eligibility Worker, E-2/175, Department of Social Services, 1/10/77.

Action: Off Calendar.

5588-77 Ann Gainer, 2320 Registered Nurse, E-324/1, Department of Public Health, CMHS, 1/7/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Health.

5589-77 Gary McGill, 3540 Curatorial Aide, CETA, Art Commission, 1/5/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Art Commission.

RESIGNATIONS: (continued)

5203-74

William Stinebaugh, 6120 Environmental Health Inspector, E-10/6,
Department of Public Health, Central Office, 8/7/74.

October 7, 1974: Approve. Determination of future employability off
calendar. Mr. Stinebaugh to notify the Commission
when he is prepared to proceed with determination of
employability.

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of 12 months'
work experience outside the City and County service. Not to be
certified again to Department of Public Health.

SF
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#5
1/8/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

DARRELL J. SALOMON
FRANK N. ALIOTO
WILLIAM JACK CHOW
GENEVIEVE POWELL
JOSEPH C. TARANTINO

President
Vice President
Commissioner
Commissioner
Commissioner

BERNARD ORSI

General Manager, Personnel

SPECIAL MEETING

Calendar - Action Taken

FEBRUARY 18, 1977

10:00 AM, ROOM 300, 101 GROVE STREET

ANNOUNCEMENTS:

The President announced that the Commission had met in Executive Session at 9:00 AM today to review and discuss candidates for the position of General Manager, Personnel. The President announced the selection of John J. Walsh to replace Bernard Orsi. A roll call vote was taken: vote of 5 to 0 confirming the appointment. Commissioner Chow moved and it was seconded and there being no dissent it was ordered that a Resolution of Commendation be prepared honoring Bernard Orsi for his many achievements during his term as General Manager, Personnel.

CLASSIFICATION AND PAY:

1078-77

Report to Board of Supervisors on review and analysis of data submitted to Civil Service Commission and proposed amendments to schedule of compensations (Charter Section 8.400, 8.401, and 8.407.)

- Action:
1. On wages: Approve and forward to the Board of Supervisors.
 2. On Administrative Provisions: Approve and forward to the Board of Supervisors.
 3. On Administrative compensation schedule plan - disapprove. Staff directed to amend the appropriate administrative provisions for its implementation which was previously transmitted to the Board of Supervisors.
 4. On internal adjustments: Additional internal adjustments deferred to first item to be considered at the meeting of February 22, 1977 to give interested parties an opportunity to review.

RECRUITMENT AND EXAMINATIONS:

40018-77

Request of Scottie McKinney to be included in the promotive examination for 2932 Senior Psychiatric Social Worker.

February 7, 1977: Over to the next meeting.

Action: Adopt amended staff report. Grant request of Scottie McKinney.

5568-77

Termination of the promotive probationary appointment of Diane Kinsky, 3618 Library Technical Assistant II, P-2/5, Main Library, 12/22/76.

February 7, 1977: Approve. Reinstate to the position from which promoted.

Action: 1. Rescind action of February 7, 1977.

2. Off Calendar.

= Calendar - Action Item
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 22, 1977, 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Commissioner Salomon presided.

DOCUMENTS

MAR 3 1977

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES:

Regular Meeting of February 7, 1977.

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission will hold a Special Meeting on Friday, March 11, 1977 at 2:00 P.M.

IN-SERVICE ACTIVITIES:

- 2618-76 Revised proposed amendments to Civil Service Commission Rule 1.03 Employment Practices.
December 6, 1976: Post for adoption at the Meeting of December 20, 1976.
December 20, 1976: Over to the Meeting of February 22, 1977.
Action: Over to the Meeting of March 7, 1977.
- 2063-77 Request for Appointment Above the Entrance Rate for Employee In Class 2816 Chief, Bureau of Records and Statistics.
Action: Adopt Staff Report. Approve the Appointment of Diane Hunter to a permanent position in Class 2816 Chief Bureau of Records and Statistics at step 4 in the Compensation Schedule established for Class 2816 pending the Controller's certification that funds are available.
- 2064-77 Request for approval from John T. Squire to serve on the BART Board of Directors.
Action: Approve.
- 2079-77 Appeal of Medical Rejection from Raymond J. Armstrong for Class 1630 Account Clerk.
Action: Adopt Staff Report. Refer to medical appeals specialist at own expense.
- 2082-77 Appeal of Medical Rejection from Gordon Dennis for Class 7334 Stationary Engineer.
Action: Off Calendar.
- 2090-77 Request for Reconsideration of Staff Denial of Appointment Above the Entrance Rate for Employee in Class 1658 Chief Accountant.
Action: Over to the Meeting of March 7, 1977.

IN-SERVICE ACTIVITIES: (continued)

- 2091-77 Requests for Salary Adjustments in Class 2907 Eligibility Worker Supervisor.
- Action: Adopt Staff Report. Approve salary adjustments of two steps for 2907 Eligibility Worker Supervisors appointed in fiscal year 1976-77 from List P-2 who have permanent status at step 4 or above in Class 2903 Eligibility Worker and who have not completed probation in Class 2905 Senior Eligibility Worker.
- 2117-77 Request for Appointment Above the Entrance Rate for Employee in Class 1863 Senior Systems and Procedures Analyst, Special Project.
- Action: Adopt Staff Report. Approve the exempt appointment of Steven Kanya at Step 5 in the Compensation Schedule established for Class 1863 Senior Systems and Procedures Analyst, Special Project pending the Controller's certification that funds are available.
- 2131-77 Appeal of Denial of Leave of Absence by the Unified School District to accept Temporary Appointment in Class 1934 Storekeeper at the Municipal Railway.
- Action: Adopt Staff Report.
1. Remove name of Americo Fisher from eligible List P-5 for Class 1934 Storekeeper.
 2. Deny leave of absence for Mr. Peter Mondragon to accept temporary appointment in Class 1934 Storekeeper at the Municipal Railway.
- 2134-77 Resolution of Commendation for Bernard Orsi, General Manager, Personnel.
- Action: Adopt.
- 2135-77 Proposed Amendment to the Administrative Code by adding Section 8.26 to Chapter 8 relating to the establishment of a fee for the inspection of Civil Service Examination papers.
- Action: Approve and forward to the Board of Supervisors.
- 2585-76 Appeal of Staff's Denial of Requests for Supervisory Differential Adjustment by Certain Employees in Various Departments.
- December 20, 1976: Deny appeal of Moses Byes, Billy S. Bobo and Helmer Adler. Appeals of John Rutherford, Andrew Neilson and Norman McInnis are over to the Meeting of January 3, 1977.
- January 3, 1977: Over to the Meeting of January 17, 1977.
- January 17, 1977: Over to the Meeting of February 7, 1977.
- February 7, 1977: Over to the Meeting of February 22, 1977.
- Action: Over to the Meeting of March 7, 1977.

CLASSIFICATION AND PAY:

- 1032-77 Classification of 4 New Positions Department of Public Health, Community Mental Health Services: A Supplemental Appropriation.
- February 7, 1977: Over to the Meeting of February 22, 1977.
- Action: Adopt Staff Report. Allocate 4 Positions in Budgeted Classes as follows:

CLASSIFICATION AND PAY: (continued)

- 1 - 1426 Senior Clerk Typist (26.1 757M905)
- 1 - 2454 Clinical Pharmacist (41.6 1544M1866)
- 1 - 2546 Handicraft Instructor (26.9 783M940)
- 1 - 2552 Director of Activity Therapy and Volunteer Services (30.2 909M1094)

1046-77 Amendment to Class Specification for 8185 Director, Family Support Bureau.

Action: Adopt Staff Report. Amend the Specification for Class 8185 Director, Family Support Bureau as recommended in the Staff Report.

1053-77 Classification of One New Position In the San Francisco Unified School District.

Action: Adopt Staff Report.

- 1. Classify one new position to Class 7346 Painter.
- 2. Advise the San Francisco Unified School District to amend its Salary Resolution accordingly.

1062-77 Classification Of One Unclassified Position in The Budget Of The Employees Retirement System.

February 7, 1977: Over to the Meeting of February 22, 1977.

Action: Adopt Staff Report.

- 1. Establish new classification 1114 Administrator, Retirement Services (Sch. 41.7 J,2 \$714B862, 1553M1875) with salary as recommended by the Department.
- 2. Allocate one unclassified position in the budget of the Retirement System to the above new classification.
- 3. Amend Annual Salary Ordinance Section 697010 to reflect this action. (Vote of 4 to 1 Commissioner Salomon dissents.)

1077-77 Abolition of Ten Model Cities Agency Classifications.

Action: Adopt Staff Report. Abolish the following classifications:

- 9414 Community Relations Specialist; Model Neighborhood Agency (\$1377M1377)
- 9416 Community Involvement Coordinator, Model Neighborhood Agency (\$1377M1377)
- 9418 Editor, Model Neighborhood Agency (\$1386M1386)
- 9420 Media Center Coordinator, Model Neighborhood Agency (1597M1597)
- 9430 Management Information Assistant, City Demonstration Agency (\$1015M1015)
- 9432 Management Information Specialist, City Demonstration Agency (\$1390M1390)
- 9436 Evaluation Coordinator, City Demonstration Agency (1390M1390)
- 9438 Director of Evaluation and Research, City Demonstration Agency (\$1833M1833)
- 9486 Deputy Director, Model Neighborhood Area (\$1871M1871)
- 9488 Assistant Director, City Demonstration Agency (\$1852M1852)

CLASSIFICATION AND PAY: (continued)

1078-77

Report to Board of Supervisors on review and analysis of data submitted to Civil Service Commission and proposed amendments to schedule of compensations (Charter Section 8.400, 8.401, and 8.407.)

- February 18, 1977:
1. On wages: Approve and forward to the Board of Supervisors.
 2. On Administrative Provisions: Approve and forward to the Board of Supervisors.
 3. On Administrative Compensation Schedule Plan - disapprove. Staff directed to amend the appropriate administrative provisions for its implementation which was previously transmitted to the Board of Supervisors.
 4. On Internal Adjustments: Additional internal adjustments deferred to first item to be considered at the Meeting of February 22, 1977 to give interested parties an opportunity to review.

- Action:
1. Delete Class 7530 Street Cleaner from the list of classes recommended for additional adjustments. The Civil Service Commission further ordered that a letter be forwarded to the City Attorney inquiring on the obligation of the Civil Service Commission as it stands today in view of prior court decisions of litigation involving Street Cleaners.
 2. Adopt balance of classifications recommended for additional compensation were adopted.
 3. The Civil Service Commission certified as prevailing practice in public jurisdictions that employees receive proper compensation when performing duties in a higher classification and that this be forwarded to the Board of Supervisors for further negotiations.

1440-77

Re-classification of Two 1706 Telephone Operators at the San Francisco Community College District.

February 7, 1977: Over to the Meeting of February 22, 1977.

Action: Off Calendar.

1484-76

Amendment to the Specification for Class 3550 Museum Exhibition Designer.

Action: Adopt Staff Report. Amend the Class Specification for Class 3550 Museum Exhibition Designer as per recommended in the Staff Report.

1550-77

Reclassification of a 1424 Clerk Typist Position Located at the Fire Department Training Division.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1424 Clerk Typist (Sch. 24.1 \$317-381 BW) to Class 1426 Senior Clerk Typist (Sch. 26.1 \$348-416 BW) when such action does not adversely affect the incumbent.
2. Amend Section 145012 of the Annual Salary Ordinance accordingly.

MISCELLANEOUS:

3006-77 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 1001 - 1004
4042 - 4056
6000 - 6002
8062 - 8118

Action: Approve.

3007-77 Request for department to back date requisition:

T60057 9732 Staff Aide II, Special Project, 2/2/77, Probation Department.

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40017-77 Appeal of Staff Action as to Provisions of the Promotive Examination Announcements for Classes 2971 Director, Social Service Programs, and 2973 Assistant General Manager, Department of Social Services.

February 7, 1977: Deny appeals of Lillian Johnson and Thomas J. Flaherty. Appeals of Robert E. Cowan and Issiah L. Rothblatt over to the Meeting of February 22, 1977. Mr. Edwin Sarsfield, General Manager, Department of Social Services, requested to attend.

Action: Adopt Staff Report. Deny appeals. The Commission further ordered that all proceedings including the departmental briefing are to be tape-recorded and that a staff member is to be in attendance during the examination.

40026-77 Appeal of Staff's Denial of Protest Regarding Terms of Examination Announcement for Class 1952 Purchaser and 1954 Purchaser-Printing.

Action: Adopt Staff Report. Deny Appeal of Joseph C. Gavin.

40027-77 Appeal of Staff's Denial of Protests Regarding the Terms of the Examination Announcement for Class 1928 School Supplies Analyst, 1952 Purchaser and 1954 Purchaser-Printing.

Action: Adopt Staff Report. Deny appeals of James B. Campbell.

40028-77 Request to Change Scope of Examination for Class 7387 Upholsterer.

Action: Adopt Staff Report. Delete the written test. Retaining the qualification appraisal interview with the assigned value of a thousand points.

40034-77 Request to Extend Lists of Eligibles for Classes H-20 Lieutenant and H-30 Captain, Fire Department.

Action: Adopt Staff Report. Advise the petitioners that the Civil Service Commission is without authority to modify the provisions of the Charter.

40035-77 Appeal of Staff Action Removing Name from Eligible Lists for Classes 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

Action: Adopt Staff Report. Advise petitioner that the Civil Service Commission has no power to reinstate him on the eligible lists for 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

RECRUITMENT AND EXAMINATIONS: (continued)

43644-76 Q-2 Police Officer Special Reports.

Action: Edward P. Toole - find qualified subject to review of Daly City Polygraph examination and successful completion of background check.

Randolph M. Radosevich: Off Calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 22, 1977, 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5596-77 Patrick Lam, 9971 Community Worker, CETA, Public Works, Street Tree Planting, 12/7/76.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Works.
- 5597-77 Maurice Singleton, 1404 Clerk, CETA, Public Health, SFGH, 1/21/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Health.
- 5598-77 Leo Washington, 7560 Field Conservation Aide, CETA, Public Works, 1/17/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Works.
- 5599-77 Jorge Cordon, 2736 Porter, CETA, Public Health, SFGH, 1/28/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Health.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5600-77 Charles Mitchell, 7379 Electrical Transit Mechanic, E-4/V-9, Public Utilities Commission, S.F. Muni Railway, 1/10/77.
- Action: Over to the Meeting of March 21, 1977.
- 5601-77 Lewis Bibler, 9122 Transit Information Clerk, E-3/31, Public Utilities Commission, S.F. Muni Railway, 1/10/77.
- February 7, 1977: Over to the Meeting of February 22, 1977.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5602-77 Evelyn Dixon, 2702 Janitress, E-5/6, Airports Commission, 1/6/77.
- February 7, 1977: Over to the Meeting of February 22, 1977.
- Action: Return name to list. Not to be certified to the Airports Commission again.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

- 5603-77 Edward Johnson, 8304 Deputy Sheriff, E-8/V-90, Sheriff's Department, 12/23/76. .
February 7, 1977: Over to the Meeting of February 22, 1977.
Action: Over to the Meeting of March 7, 1977.
- 5604-77 Jean Mackenzie, 1440 Medical Transcriber Typist, E-29/1, Public Health, SFGH, 2/4/77.
Action: Return name to list.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

- 5605-77 Vivian Haynes, 1424 Clerk Typist, E-182/23, Department of Social Services, 1/24/77.
Action: Over to the Meeting of March 7, 1977.

RESIGNATIONS:

- 5606-77 Doris Varnardo, 2302 Orderly, E-301/39, Public Health, Laguna Honda Hospital, 2/16/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Health.
- 5607-77 Alvin White, 7530 Street Cleaner, E-8/26, Public Works, 2/1/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Department of Public Works.
- 5608-77 William Lindo, 2903 Eligibility Worker, E-7/97, Department of Social Services, 12/13/76.
February 7, 1977: Over to the Meeting of February 22, 1977.
Action: Approve.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

- 5140-76 Jerry Butterfield, 2903 Eligibility Worker, E-8/261, Department of Social Services, 4/9/76.
April 19, 1976: Approve. No future employment with the City and County of San Francisco. (Termination of entrance probationary appointment).
May 20, 1976: Request for reconsideration denied.
February 7, 1977: On the recommendation of the City Attorney, grant hearing to determine future employability.
Action: Over to the Meeting of March 21, 1977.

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Calendar Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 7, 1977, 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Commissioner Salomon presided.

DOCUMENTS

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES:

Regular Meeting of February 22, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1081-77 Classification of One New Position In The San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position to Class 7345 Electrician (Sal. Sch. 41.8, \$717 - 866 BW).
2. Advise San Francisco Unified School District to amend its Salary Resolution to reflect this action.

1087-77 Classification Of One New Position In The San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position to Class 1934 Storekeeper. (Sal. Sch. 30.3 \$420 - 505 BW).
2. Advise San Francisco Unified School District to amend its Salary Resolution to reflect this action. (Vote of 4 to 1: Commissioner Tarantino dissents.)

1090-77 Reclassification of A 1444 Clerk Stenographer Position Located At The Claims Department, San Francisco Municipal Railway.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1444 Clerk Stenographer (Sch. 25.1 \$332 - 398 BW) to Class 1430 Transcriber Typist (Sch. 25.1 \$332 - 398 BW).

1091-77 Classification Of One Newly Budgeted 1424 Clerk Typist Position In The Public Relations Office, San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify one newly budgeted Clerk Typist position to Class 1424 Clerk Typist (Sch. 24.1 \$317 - 381 BW)
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

MISCELLANEOUS:

3008-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 4057-4071
6003
8140-8179

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40035-77 Appeal of Staff Action Removing Name from Eligible Lists for Classes 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

February 22, 1977: Adopt Staff Report. Advise petitioner that the Civil Service Commission has no power to reinstate him on the eligible lists for 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

Action: 1. Rescind action of February 22, 1977.

2. Adopt Staff Report. Advise petitioner that the Civil Service Commission has no power to reinstate him on the eligible lists for 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

40041-77 Special Report re Elvin McChesney

Action: Adopt Staff Report. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

40045-77 Amendment of 1424 Clerk Typist Department of Public Health List E-5 Adopted February 8, 1977.

Action: Adopt Staff Report. Amend 1424 Clerk Typist Department of Public Health, List E-5 to include Miss May K. Tam.

43644-76 Q-2 Police Officer Special Reports.

January 17, 1977: Sustain rejection of James Moore.

Action: 1. Rescind action of January 17, 1977.

2. Sustain rejection of James Moore.

IN-SERVICE ACTIVITIES:

2585-76 Appeal of Staff's Denial of Requests for Supervisory Differential Adjustment by Certain Employees in Various Departments.

December 20, 1976: Deny appeal of Moses Byes, Billy S. Bobo and Helmer Adler. Appeals of John Rutherford, Andrew Neilsen and Norman McInnis are over to the Meeting of January 3, 1977.

January 3, 1977: Over to the Meeting of January 17, 1977.

January 17, 1977: Over to the Meeting of February 7, 1977.

February 7, 1977: Over to the Meeting of February 22, 1977.

February 22, 1977: Over to the Meeting of March 7, 1977.

Action: Adopt Staff Report. Deny appeals of John Rutherford, Andrew Neilsen, and Norman McInnis.

IN-SERVICE ACTIVITIES: (continued)

- 2090-77 Request for Reconsideration of Staff Denial of Appointment Above the Entrance Rate for Employee in Class 1658 Chief Accountant.
February 22, 1977: Over to the Meeting of March 7, 1977.
Action: Adopt Staff Report. Deny appeal of Philip Flatley.
- 2175-77 Proposed Amendment to Civil Service Commission Rule 11.04 and Correction of Clerical Error in Civil Service Commission Rule 20.01.
Action: Post for adoption at the Meeting of March 21, 1977.
- 2176-77 Proposed Amendment to Civil Service Commission Rule 5, Adding Section 5.14.
Action: Post for adoption at the Meeting of March 21, 1977.
- 2177-77 Proposed Amendment to Civil Service Commission Rule 5, Section 5.06.
Action: Post for adoption at the Meeting of March 21, 1977.
- 2647-77 Appeal of Medical Rejection From Joseph Moalem for Class 7348 Steamfitter.
January 3, 1977: 1. Allow temporary employment only.
2. Refer to Medical Appeals Specialist at own expense.
3. Under waiver of certification to a permanent position until recommendation of the Medical Appeals Specialist is reviewed by the Civil Service Commission.
Action: Grant appeal of Joseph Moalem. Find medically qualified.
- 2618-76 Revised proposed Amendments to Civil Service Commission Rule 1.03 Employment Practices.
December 6, 1976: Post for adoption at the Meeting of December 20, 1976.
December 20, 1976: Over to the Meeting of February 22, 1977.
February 22, 1977: Over to the Meeting of March 7, 1977.
Action: Over to the Meeting of March 21, 1977. Additional testimony and comments to be submitted in written form.

Calendar - Action Taken
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 7, 1977, 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Commissioner Salomon presided.

MINUTES:

Regular Meeting of February 22, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1081-77 Classification of One New Position In The San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position to Class 7345 Electrician (Sal. Sch. 41.8, \$717 - 866 BW).
2. Advise San Francisco Unified School District to amend its Salary Resolution to reflect this action.

1087-77 Classification Of One New Position In The San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position to Class 1934 Storekeeper. (Sal. Sch. 30.3 \$420 - 505 BW).
2. Advise San Francisco Unified School District to amend its Salary Resolution to reflect this action. (Vote of 4 to 1: Commissioner Tarantino dissents.)

1090-77 Reclassification of A 1444 Clerk Stenographer Position Located At The Claims Department, San Francisco Municipal Railway.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1444 Clerk Stenographer (Sch. 25.1 \$332 - 398 BW) to Class 1430 Transcriber Typist (Sch. 25.1 \$332 - 398 BW).

1091-77 Classification Of One Newly Budgeted 1424 Clerk Typist Position In The Public Relations Office, San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify one newly budgeted Clerk Typist position to Class 1424 Clerk Typist (Sch. 24.1 \$317 - 381 BW)
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

MISCELLANEOUS:

3008-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 4057-4071
6003
8140-8179

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40035-77 Appeal of Staff Action Removing Name from Eligible Lists for Classes 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

February 22, 1977: Adopt Staff Report. Advise petitioner that the Civil Service Commission has no power to reinstate him on the eligible lists for 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

Action: 1. Rescind action of February 22, 1977.

2. Adopt Staff Report. Advise petitioner that the Civil Service Commission has no power to reinstate him on the eligible lists for 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant.

40041-77 Special Report re Elvin McChesney

Action: Adopt Staff Report. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

40045-77 Amendment of 1424 Clerk Typist Department of Public Health List E-5 Adopted February 8, 1977.

Action: Adopt Staff Report. Amend 1424 Clerk Typist Department of Public Health, List E-5 to include Miss May K. Tam.

43644-76 Q-2 Police Officer Special Reports.

January 17, 1977: Sustain rejection of James Moore.

Action: 1. Rescind action of January 17, 1977.

2. Sustain rejection of James Moore.

IN-SERVICE ACTIVITIES:

2585-76 Appeal of Staff's Denial of Requests for Supervisory Differential Adjustment by Certain Employees in Various Departments.

December 20, 1976: Deny appeal of Moses Byes, Billy S. Bobo and Helmer Adler. Appeals of John Rutherford, Andrew Neilsen and Norman McInnis are over to the Meeting of January 3, 1977.

January 3, 1977: Over to the Meeting of January 17, 1977.

January 17, 1977: Over to the Meeting of February 7, 1977.

February 7, 1977: Over to the Meeting of February 22, 1977.

February 22, 1977: Over to the Meeting of March 7, 1977.

Action: Adopt Staff Report. Deny appeals of John Rutherford, Andrew Neilsen, and Norman McInnis.

IN-SERVICE ACTIVITIES: (continued)

- 2090-77 Request for Reconsideration of Staff Denial of Appointment Above the Entrance Rate for Employee in Class 1658 Chief Accountant.
February 22, 1977: Over to the Meeting of March 7, 1977.
Action: Adopt Staff Report. Deny appeal of Philip Flatley.
- 2175-77 Proposed Amendment to Civil Service Commission Rule 11.04 and Correction of Clerical Error in Civil Service Commission Rule 20.01.
Action: Post for adoption at the Meeting of March 21, 1977.
- 2176-77 Proposed Amendment to Civil Service Commission Rule 5, Adding Section 5.14.
Action: Post for adoption at the Meeting of March 21, 1977.
- 2177-77 Proposed Amendment to Civil Service Commission Rule 5, Section 5.06.
Action: Post for adoption at the Meeting of March 21, 1977.
- 2647-77 Appeal of Medical Rejection From Joseph Moalem for Class 7348 Steamfitter.
January 3, 1977: 1. Allow temporary employment only.
2. Refer to Medical Appeals Specialist at own expense.
3. Under waiver of certification to a permanent position until recommendation of the Medical Appeals Specialist is reviewed by the Civil Service Commission.
Action: Grant appeal of Joseph Moalem. Find medically qualified.
- 2618-76 Revised proposed Amendments to Civil Service Commission Rule 1.03 Employment Practices.
December 6, 1976: Post for adoption at the Meeting of December 20, 1976.
December 20, 1976: Over to the Meeting of February 22, 1977.
February 22, 1977: Over to the Meeting of March 7, 1977.
Action: Over to the Meeting of March 21, 1977. Additional testimony and comments to be submitted in written form.

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Civil Service Commission of San Francisco

SPECIAL MEETING - PART I

March 11, 1977 - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Tarantino
Excused: Commissioner Powell
Commissioner Salomon presided

MINUTES:

Regular Meeting of March 7, 1977: Approve.

CLASSIFICATION AND PAY:

- 1098-77 Survey of Class 2185 Administrator, San Francisco Medical Center.
Action: Adopt Staff Report.
1. Retitle and amend Class 2185 Administrator, San Francisco Medical Center (Sch. 56.6 \$37,845 - \$45,832 per year) to a new Class of 1164 Deputy Director, Health Care Services/Administrator, San Francisco General Hospital Medical Center (Sch. 57.8 \$40,064 - \$48,598 per year.)
2. Amend Annual Salary Ordinance Section 557010 accordingly.
- 1105-77 Review of Personal Services Contract Between Community Mental Health Services of the Department of Public Health and Linda Susan Wong.
Action: Contract reviewed; forward to Purchaser of Supplies.
- 1078-77 Special Report - Salary Standardization 1977-78.
Action: Adopt Staff Report. (verbally presented - a transcription to be prepared.)
- 1106-77 Personal Services Contract Between the Department of Public Health and the University of California Medical Center.
Action: Over to meeting of March 21, 1977.
- 1399-76 Request for Supervisorial Differential Adjustments re Salary Standardization Ordinance, Section IV.H.
Action: Adopt Staff Report. Grant requests of Edward Freeman (Public Utilities Commission); George Nakagaki (Public Utilities Commission); Frank L. Baggetta (Public Utilities Commission); Ben Kutnick (District Attorney); and Erwin H. Braff (Department of Public Health).

IN-SERVICE ACTIVITIES:

- 2061-77 Request for Appointment Above the Entrance Rate for Employee in Class 8146 District Attorney's Investigator.

IN-SERVICE ACTIVITIES: (Continued)

Action: Adopt Staff Report. Approve the Permanent exempt appointment of Louis Landini at Step 5 in the Compensation Schedule established for Class 8146 District Attorney's Investigator pending the Controller's certification that funds are available.

2118-77 Request for Appointment Above the Entrance Rate for Employee in Class 1863 Senior Systems and Procedures Analyst, Special Project.

Action: Adopt Staff Report. Approve the exempt appointment of James Quinn at step 3 in the compensation schedule established for Class 1863 Senior Systems and Procedures Analyst, Special Project pending the Controller's certification that funds are available.

2155-77 Request for Approval Under Section 1.3 of the 1976-77 Annual Salary Ordinance for Overtime Compensation for Certain Employees in the Department of Public Works.

Action: Adopt Staff Report. Approve request to allow overtime compensation for the employees in the Department of Public Works when required to work overtime for the period January 1, 1977 thru June 30, 1977.

2167-77 Request for Appointment Above the Entrance Rate for Employee in Class 7332 Maintenance Machinist.

Action: Adopt Staff Report. Approve the permanent appointment of Tommy Jue at step 5 in the Compensation Schedule for Class 7332 Maintenance Machinist pending the Controller's certification that funds are available.

2171-77 Request for Appointment Above the Entrance Rate for Employee in Class 8330 Director, Boy's Ranch School.

Action: Adopt Staff Report. Approve the permanent appointment of Donald Carlson at step 4 in the Compensation Schedule established for Class 8330 Director, Boy's Ranch School pending the Controller's certification that funds are available.

2172-77 Appeal of Staff Denial of Request for Appointment Above the Entrance Rate for Employee in Class 6120 Environmental Health Inspector.

Action: Deny Staff Report. Grant appeal of Kenneth Sato. Approve the permanent appointment of Kenneth Sato at step 5 in the Compensation Schedule established for Class 6120 Environmental Health Inspector pending the Controller's certification that funds are available. (Vote of 3 to 1 - Commissioner Alioto dissents).

2185-77 Proposed New Grievance Procedure - Amending Civil Service Commission Rule 34.

Action: Post for adoption at the meeting of April 4, 1977.

RECRUITMENT AND EXAMINATIONS:

40044-77 Requests for Reconsideration of Action of the Review Committee In Establishing the Key Answers in the Promotional Examinations For Classes H-4 Inspector and H-6 Investigator, Fire Department, held February 5, 1977.

Action: Adopt Staff Report. Adopt Key as amended by the Review Committee.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - PART II

SEPARATIONS ORIGINALLY SCHEDULED TO BE HEARD ON MARCH 7, 1977

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5609-77 Richard Epstein, 1404 Clerk, CETA, Controller, Data Processing, 2/9/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified to the Controller's Office again.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Promotive)

5610-77 Georgette Scardina, 1460 Senior Legal Stenographer, P-4/7, District Attorney, Family Support Bureau, 1/14/77.

February 7, 1977: Over to the Meeting of March 7, 1977.

Action: Reinstate to the position from which promoted, Class 1458, Public Administrator's Office. (Vote of 3 to 1, Commissioner Salomon dissents).

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5611-77 Edward Johnson, 8304 Deputy Sheriff, Sheriff's Department, Jail Division, E-8/V-90, 12/23/76.

January 17, 1977: Over to the Meeting of February 7, 1977.

February 7, 1977: Over to the Meeting of February 22, 1977.

February 22, 1977: Over to the Meeting of March 7, 1977.

Action: Over to the Meeting of March 21, 1977.

5612-77 Brenda Morgan, 330 Deputy Clerk, E-16/39, Municipal Court, Traffic, 1/31/77.

Action: Over to the Meeting of April 4, 1977.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5613-77 Vivian Haynes, 1424 Clerk Typist, E-182/23, Department of Social Services, 1/24/77.

February 22, 1977: Over to Meeting of March 7, 1977.

TERMINATIONS OF TEMPORARY APPOINTMENTS: (Continued)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified to the Department of Social Services again.

5614-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF JANUARY 3, 1977:

Louis Spencer, 1424 Clerk Typist, E-176/248, Department of Public Health, 12/7/76.

January 3, 1977: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

Action:

1. Rescind action of January 3, 1977.
2. Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

RESIGNATIONS:

5615-77 Claudia Kirkwood, 2312 Licensed Vocational Nurse, E-61/51, San Francisco General Hospital, 12/22/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5616-77 Herbert Gilbert, 5238 Associate Electrical Engineer, E-2/V-1, Public Utilities Commission, San Francisco Municipal Railway, 1/23/77.

Action: Over to the Meeting of May 2, 1977.

5617-77 Loretta Jones, 8214 Parking Controlman, E-11/33, Police Department, Traffic Bureau, 1/10/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the San Francisco Police Department.

AUTOMATIC RESIGNATIONS:

5618-77 Nora Lim, 1426 Senior Clerk Typist, E-74/14, Public Works, 1/18/77.

Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.

5619-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF DECEMBER 20, 1976:

Dean Ardinger, 3416 Gardner, P-4/52, Recreation and Park Department, 12/7/76.

December 20, 1976: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to Recreation and Park Department.

Action:

1. Rescind action of December 20, 1976.
2. Off calendar.

5620-77 Jean Mason, 1444 Clerk Stenographer, E-100/2, Department of Social Services, 2/1/77.

Action: Over to the Meeting of March 21, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - PART II

MARCH 11, 1977 - 3:00 P.M.

Present: Commissioner Alioto
Commissioner Chow
Commissioner Tarantino
Excused: Commissioner Salomon
Commissioner Powell
Commissioner Alioto presided

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5621-77 Louis C. Cook, 1404 Clerk, CETA, Municipal Court, Traffic, 2/15/77.
Action: Off calendar (Resignation submitted.)
- 5622-77 Oscar Martin Vega, 1402 Junior Clerk, CETA, Department of Social Services, 2/7/77.
Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.
- 5623-77 Donald L. August, 9910 Muni Security Transit, CETA, Police Department, Personnel & Training, 1/31/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the San Francisco Police Department.
- 5624-77 Pedro Herrera, 7560 Field Conservation Aide, CETA, Public Works, 1/6/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Works.
- 5625-77 Robert Yates, 7560 Field Conservation Aide, CETA, Public Works, 1/5/77.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Works.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (Continued)

5626-77 Wilmer Mitchell, 2736 Porter, CETA, Public Health, SFGH, 1/28/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5627-77 Joseph Mims, 7560 Field Conservation Aide, CETA, Public Works, 1/24/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Works.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5628-77 Patrick Comaich, 1424 Clerk Typist, E-4/50, Public Health, Laguna Honda Hospital, 2/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of General Manager, Personnel after satisfactory completion of one-year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5629-77 Billy Cramblett, 2425 Radiologic Technician I, E-2/13.5, Radiology, Department of Public Health, SFGH, 2/4/77.

Action: Over to the Meeting of March 21, 1977.

5630-77 Judith Miller, 3302 Vendor, E-1/13, Fine Arts Museums of San Francisco, 1/31/77.

Action: Return name to list.

5631-77 Sylvester Marshall, 1424 Clerk Typist, E-195/98, Juvenile Hall, 2/2/77.

Action: Over to the Meeting of March 21, 1977.

5632-77 Sandra Hong, 1424 Clerk Typist, E-196/58, City Attorney, 2/1/77.

Action: Over to the Meeting of March 21, 1977. A representative of the City Attorney's Office requested to attend.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF TEMPORARY APPOINTMENTS:

- 5633-77 Melvin Henderson, 2736 Porter, E-51/72, Public Health, SFGH, 2/5/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of General Manager, Personnel after satisfactory completion of five-year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.
- 5634-77 Randolph Lee, 7530 Street Cleaner, E-9/1, Public Works, 2/4/77.
- Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.

RESIGNATIONS:

- 5636-77 Dorothy Bard, 1444 Clerk Stenographer, E-276/3, San Francisco Community College District, 2/7/77.
- Action: Approve.
- 5637-77 Richard Norris, 2302 Orderly, E-268/12, Department of Public Health, SFGH, 1/3/77.
- Action: Approve.
- 5638-77 Larry Prince, S104 Motorman, E-108/88, Public Utilities Commission, San Francisco Municipal Railway, 12/31/76.
- Action: Approve.
- 5639-77 Mildred Barber, 2302 Orderly, E-303/16, Public Health, SFGH, 12/7/76.
- Action: Approve.
- 5640-77 Elizabeth Halberg, 1426 Senior Clerk Typist, P-4/3, Police Department, 1/18/77.
- Action: Approve.
- 5641-77 Robert Drew, 2736 Porter, E-49/64, Department of Public Health, SFGH, 1/24/77.
- Action: Approve.
- 5642-77 Romulo Aguirre, 2760 Laundry Worker, E-8/V-3, San Francisco General Hospital, 1/20/77.
- Action: Approve.

SEPARATIONS FROM SERVICE:

RESIGNATIONS: (Continued)

5643-77 Janet Garfield, 2556 Physical Therapist, E-23/1, School District, 1/21/77.

Action: Approve.

AUTOMATIC RESIGNATIONS:

5635-77 Morena McAllister, 1424 Clerk Typist, E-181/217, Department of Social Services, 1/7/77.

Action: Return name to list. Not to be certified again to the Department of Social Services.

5644-77 Azhar Yazdanie, 1722 Tabulating Machine Operator, E-4/5, Controller, 2/8/77.

Action: Approve.

5645-77 David Allen, 1228 Senior Testing Technician, E-1/1, San Francisco Community College District, 2/15/77.

Action: Off calendar.

5646-77 William Feathers, 7514 General Laborer, San Francisco Port Commission, 2/15/77.

Action: Off calendar.

5647-77 Velden Averet, 9310 Switchman, San Francisco Port Commission, 2/4/77.

Action: Approve.

5648-77 Dora Sanders, 2302 Orderly, E-281/19, Department of Public Health, Laguna Honda Hospital, 1/1/77.

Action: Over to the Meeting of March 21, 1977.

5649-77 Roland Bowldino, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 2/14/77.

Action: Approve.

SAN FRANCISCO CIVIL SERVICE COMMISSION

DARRELL J. SALOMON
FRANK N. ALIOTO
WILLIAM JACK CHOW
GENEVIEVE POWELL
JOSEPH C. TARANTINO

President
Vice President
Commissioner
Commissioner
Commissioner

JOHN J. WALSH

General Manager, Personnel

SPECIAL MEETING

≡ Documents

≡ MARCH 30, 1977 - 4:00 P.M.

Lurie Room - Main Library

Larkin at McAllister Street

DOCUMENTS

(49 1)

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Salomon
Commissioner Chow
Commissioner Tarantino
Excused: Commissioner Alioto
Commissioner Powell

IN-SERVICE ACTIVITIES:

2259-77 Report from Director of Employee Relations, Board of Supervisors, concerning "last" demands from certain recognized employee organizations (Charter Section 9.108 as amended by Proposition "O", November 2, 1976 Election).

Action: Adopt Staff Report as amended.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 4, 1977 - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Commissioner Salomon presided.

MINUTES:

Regular Meeting of March 21, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1106-77 Personal Services Contract between the Department of Public Health and the University of California School of Medicine.

March 11, 1977 : Over to the meeting of March 21, 1977.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Contract reviewed as amended; the Commission directed that there be a one-year term; forward to the Purchaser of Supplies (Vote of 4 to 1: Commissioner Salomon dissents and directs that the City Attorney advise the Commission based on the testimony as to the legality of the action taken).

1123-77 Renewal of Personal Services Contract submitted by the Controller's Electronic Data Processing Division.

Action: Renewal of Personal Services Contract reviewed; forward to the Purchaser of Supplies.

1133-77 Survey of positions in the District Attorney Investigator series: Amendment to specifications for Classes 8146 District Attorney's Investigator, 8147 Senior District Attorney's Investigator and 8148 Chief District Attorney's Investigator.

Action: Adopt Staff Report. Amend specifications for Classes 8146 District Attorney's Investigator, 8147 Senior District Attorney's Investigator, and 8148 Chief District Attorney's Investigator.

1136-77 Personal Services Contract between Mr. John Igoe and the Chief Administrative Officer.

Action: Contract reviewed; forward to the Purchaser of Supplies.

1137-77 Reclassification of one position and the classification of two new positions in the Accounting Division of the Port; a Supplemental Appropriation.

Action: Adopt Staff Report.

1. Reclassify one vacant position currently in Class 1658 Chief Accountant (Sch. 46.7 \$903B1093, 1964M2377) to Class 1656 Head Accountant (Sch. 43.0 \$758B916, 1649M1992).

CLASSIFICATION AND PAY: (continued)

2. Allocate one new position to Class 1652 Senior Accountant (Sch. 35.0 \$541B628, 1133M1366).
3. Allocate one new position to Class 1650 Accountant (Sch. 31.0 \$434B521, 944M1133).
4. Amend Annual Salary Ordinance Section 775010A to reflect these actions.

1138-77 Survey of a 1426 Senior Clerk Typist position in the Board of Supervisors Office.

Action: Adopt Staff Report.

1. Establish new class of 8116 Legislative Calendar Clerk (Sch. 27.1 \$364-436 B/W, \$795M952).
2. Allocate one position to this new classification.
3. Delete one position in Class 1426 Senior Clerk Typist, (Sch. 26.1).
4. Grant status to permanent incumbent Patricia Eng.
5. Amend Annual Salary Ordinance Section 181010 accordingly.

1145-77 Classification of three newly budgeted positions located in the Payroll Division, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify two newly budgeted 1220 Payroll Clerk positions as Class 1220 Payroll Clerk (Sal. Sch. 26.6 \$356-426 BW).
2. Classify one newly budgeted 1402 Junior Clerk position as Class 1402 Junior Clerk (Sal. Sch. \$317-381 BW).
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

IN-SERVICE ACTIVITIES:

2592-76 Proposed Revisions to Civil Service Commission Rule 25.02 (Automatic Resignation) and Deletion of Rule 22.11 (Failure to Return After Expiration of Leave).

December 6, 1976 : Post for adoption at the meeting of January 3, 1977.

January 3, 1977 : Over to the meeting of January 17, 1977.

January 17, 1977 : Over to the meeting of March 21, 1977.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Adopt as amended.

2611-76 Proposed Rule Amendments to Rules 7, 8, and 9.

December 6, 1976 : Post for adoption at the meeting of January 3, 1977.

January 3, 1977 : Over to the meeting of January 17, 1977.

January 17, 1977 : Over to the meeting of March 21, 1977.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Adopt as amended.

IN-SERVICE ACTIVITIES: (continued)

- 2175-77 Proposed Amendment to Civil Service Commission Rule 11.05 and correction of clerical error in Civil Service Commission Rule 20.01.
- March 7, 1977 : Post for adoption at the meeting of March 21, 1977.
- March 21, 1977 : Over to the meeting of April 4, 1977.
- Action: Adopt.
- 2176-77 Proposed Amendment to Civil Service Commission Rule 5, adding Section 5.14.
- March 7, 1977 : Post for adoption at the meeting of March 21, 1977.
- March 21, 1977 : Over to the meeting of April 4, 1977.
- Action: Adopt.
- 2177-77 Proposed Amendment to Civil Service Commission Rule 5, Section 5.06.
- March 7, 1977 : Post for adoption at the meeting of March 21, 1977.
- March 21, 1977 : Over to the meeting of April 4, 1977.
- Action: Adopt.
- 2185-77 Proposed New Grievance Procedure amending Civil Service Commission Rule 34.
- March 11, 1977 : Post for adoption at the meeting of April 4, 1977.
- Action: Over to the meeting of April 18, 1977.
- 2209-77 Request for appointment above the entrance rate for employee in Class 8180 Principal Attorney, District Attorney's Office.
- Action: Adopt Staff Report. Approve the permanent exempt appointment of Gerhard O. Winkler at Step 5 in the Compensation Schedule for Class 8180 Principal Attorney pending the Controller's certification that funds are available.
- 2213-77 Request to change certification date of employee reappointed to Class 9144 Transit Service Inspector, Rank V-1/P-3.
- Action: Adopt Staff Report. Amend certification date of James T. McLean, Class 9144 Transit Service Inspector, Rank V-1/P-3.
- 2225-77 Appeal of medical rejection from Roger Castro for Class 7381 Automotive Mechanic.
- Action : Sustain medical rejection.
- 2226-77 Resolution of Commendation for Patrick J. Walsh, San Francisco Police Department upon his retirement.
- Action: Adopt.

IN-SERVICE ACTIVITIES: (continued)

2238-77 Request from Painter's Local Union No. 4 to pay an incumbent in Class 7346 Painter who was put in a "non-work" status on January 3, 1977 due to inclement weather.

Action: Deny request. Advise Mr. Morris Evenson, Secretary, Painter's Union Local No. 4 that the action taken by Airport Management on January 3, 1977 relative to Delbert Bayless, 7346 Painter, was proper and in accord with current law and policy.

2239-77 Request for appointment above entrance rate for employee in Class 1446 Senior Clerk Stenographer, Model Cities.

Action: Adopt Staff Report. Approve the permanent appointment of Arthur S. Meek at Step 3 in the Compensation Schedule established for Class 1446 Senior Clerk Stenographer pending the Controller's certification that funds are available.

2243-77 Request for appointment of Mr. Dominic Crociani to Class 9742 Staff Assistant V.

Action: Adopt Staff Report. Notify the Department of Public Health.

2257-77 Special report re eligible on Class 2736 Porter list.

Action: Adopt Staff Report.

1. Approve the action of the Department of Public Health in removing "Polk Jackson" from the position of Porter and bar him from all future employment with the City and County of San Francisco.
2. Remove Bernard Gholar from the list of eligibles for Class 2736 Porter due to failure to maintain the minimum requirement of residency.
3. Refer this matter to the District Attorney for investigation; and
4. Notify the United States Postal Service of the apparent interference in the delivery of the mail.

2621-77 Appeal of decision of the General Manager, Personnel to place employee on Sick Leave.

Action: Over to the meeting of April 18, 1977.

MISCELLANEOUS:

3009-77 Requests from departments to back date requisitions:

P-9574	8207 Building and Grounds Patrolman	3/13/77	Public Works
TX-60470	8202 Watchman	3/28/77	Public Works
P-5979	2903 Eligibility Worker	1/26/77	Social Services

Action: Approve as recommended by Committee

3010-77 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 4089 - 4123
6011 - 6019
8220 - 8256

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40056-77 Appeal of staff denial of request for disability Veterans Preference in the examination for Class 9355 Wharfinger I, List E-2.

Action: Adopt Staff Report. Advise Mr. Solomon Berger that the Civil Service Commission is without power to grant his request in that the Charter requirements are not subject to the jurisdiction of the Commission.

40057-77 Conflict of Interest Code for employees of the Civil Service Commission.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Adopt Staff Report; forward to the Board of Supervisors.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 4, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5682-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF JANUARY 17, 1977.

Josea L. Stevens, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 1/4/77.

January 17, 1977: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park.

Action: Sustain action of January 17, 1977.

5683-77 Eugene Menifee, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 2/25/77.

Action: Over to the meeting of April 18, 1977.

5684-77 William E. Cranshaw, 8226 Museum Guard, CETA, California Academy of Sciences, Steinhart Aquarium, 2/25/77.

Action: Over to the meeting of April 18, 1977. Departmental witnesses to be present.

5685-77 Mitchell Emerson, 2736 Porter, CETA, Department of Public Health, Laguna Honda Hospital, 3/16/77.

Action: Reinstate to position without backpay. (Vote of 3 to 2: Commissioner Tarantino and Commissioner Powell dissents)

5686-77 Jean R. Oron, 1930 Supply Room Attendant, CETA, Department of Public Health, San Francisco General Hospital, 2/16/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Promotive)

5687-77 Ruth Harris, 1450 Principal Clerk Stenographer, P-5/22, Airport, Planning and Development, 3/14/77.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Return to the position from which promoted.

5688-77 Gary W. Milliman, 7514 General Laborer, P-3/10, Department of Public Works, Street Repair, 3/4/77. (No appeal filed.)

Action: Dismiss from the service.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5689-77 Brenda Morgan, 0330 Deputy Clerk, E-16/39, Municipal Court, Traffic, 1/31/77.

February 21, 1977 : Over to the meeting of April 4, 1977.

Action: Approve. (Vote of 4 to 1: Commissioner Powell dissents).

5690-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF APRIL 19, 1976:

Jerry Butterfield, 2903 Eligibility Worker, E-7/260, Department of Social Services, 4/9/76.

April 19, 1976 : Approve. No future employment with the City and County of San Francisco. (Termination of entrance probationary appointment).

May 20, 1976 : Request for reconsideration denied.

February 7, 1977 : On the recommendation of the City Attorney, grant hearing to determine future employability.

February 22, 1977 : Over to the meeting of March 21, 1977.

March 21, 1977 : Over to the meeting of April 4, 1977. Departmental witnesses to be present.

Action: 1. Rescind action of April 19, 1976.

2. Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Social Services.

5691-77 Charles Mitchell, 7379 Electrical Transit Mechanic, E-4/V-9, Public Utilities Commission, San Francisco Municipal Railway, 1/10/77.

February 22, 1977 : Over to the meeting of March 21, 1977.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco. (Vote of 4 to 1: Commissioner Chow dissents).

5692-77 John Walter Foster, S102 Conductor, E-111/513, Public Utilities Commission, San Francisco Municipal Railway, 3/4/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5693-77 Tom Sweeney, 2903 Eligibility Worker, E-8/461, Department of Social Services, 3/18/77.

Action: Over to the meeting of April 18, 1977.

5694-77 Elvera Grigsby, 2302 Orderly, E-304/47, Department of Public Health, Laguna Honda Hospital, 3/11/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance) (continued)

completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5695-77 Ida K. Vitali, 1424 Clerk Typist, E-195/96, San Francisco Police Department, Support Services Bureau (Records), 3/13/77.

Action: Return name to list. Not to be certified again to the Support Services Bureau of the San Francisco Police Department.

5696-77 Gilbert Hernandez, 1446 Senior Clerk Stenographer, E-44/V-2, Commission on the Aging, Mayor's Office, 3/7/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 3 years' work experience outside the City and County service. Not to be certified again to the Commission on the Aging.

5710-77 Lewis Smith, S104 Motorman, 481/E-111, Public Utilities Commission, San Francisco Municipal Railway, 1/3/77.

Action: Return name to list.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5697-77 Robert R. Ortega, Jr., 8226 Museum Guard, E-6/100, Public Utilities Commission, San Francisco Municipal Railway, 3/11/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

RESIGNATIONS:

5698-77 Forrest J. Leshner, 7338 Lineman, E-7/1, Public Utilities Commission, Hetch Hetchy Water and Power, 2/3/77.

Action: Approve.

5699-77 Mary C. Milner, 2320 Registered Nurse, E-407/6, Department of Public Health, San Francisco General Hospital, 2/11/77.

Action: Off Calendar.

5700-77 Walter Wilson, 2604 Food Service Worker, E-90/6, Department of Public Health, San Francisco General Hospital, 2/4/77.

Action: Approve. Not to be certified again to the Department of Public Health. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

5701-77 Myrtle Brown, 2320 Registered Nurse, E-320/38, Department of Public Health, San Francisco General Hospital, 1/10/77.

Action: Approve. Not to be certified again to the Department of Public Health. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

RESIGNATIONS: (continued)

5702-77 Ellen Kramer, 2320 Registered Nurse, E-408/3, Department of Public Health, San Francisco General Hospital, 2/21/77.

Action: Off Calendar.

5703-77 Conrad T. Donovan, 2903 Eligibility Worker, E-7/438, Department of Social Services, 11/12/76.

Action: Approve. Not to be certified again to the Department of Social Services. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

AUTOMATIC RESIGNATIONS:

5704-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF MARCH 7, 1977:

Doris Varnardo, 2302 Orderly, E-301/39, Department of Public Health, Laguna Honda Hospital, 2/16/77.

March 7, 1977 : Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

Action: 1. Rescind action of March 7, 1977.
2. Off Calendar.

5705-77 Dorothy Daly, 1444 Clerk Stenographer, E-85/V-1, Department of Public Health, Community Mental Health Services, 2/15/77.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5706-77 Lorraine Thiebaud, 2320 Registered Nurse, E-353/2, Department of Public Health, San Francisco General Hospital, 2/15/77.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Return name to list.

5707-77 La Juanah Lunceford, 3616 Library Technical Assistant, E-1/1, San Francisco Unified School District, 2/28/77.

March 21, 1977 : Over to the meeting of April 4, 1977.

Action: Off Calendar.

5708-77 Lena Alli, 2302 Orderly, E-119/4, Department of Public Health, Laguna Honda Hospital, 3/1/77.

Action: Return name to list under waiver of appointment. This waiver to remain in effect until medically cleared by the Civil Service Commission Medical Examiner.

AUTOMATIC RESIGNATIONS: (continued)

5709-77 Rudy L. Sylvan, S102 Conductor, E-111/527, Public Utilities Commission, San Francisco Municipal Railway, 2/1/77.

Action: Return name to list under general waiver. Mr. Sylvan may remove waiver at his request in accordance with Civil Service Commission Rule 11.

Calendar - Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 18, 1977 - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Alioto
Commissioner Powell
Commissioner Tarantino
Excused: Commissioner Chow
Commissioner Salomon presided.

MINUTES:

Regular Meeting of April 4, 1977.

Action: Approve.

SPECIAL MOTION:

On the motion of Commissioner Salomon, the Commission unanimously directed the staff not to forward to the Purchaser the proposed Personal Services Contract between the Department of Public Health and the University of California Medical Center until the Commission has received the City Attorney's opinion requested on April 4, 1977.

CLASSIFICATION AND PAY:

1399-76 Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV. H.

Action: Approve those requests from the Port Commission, Department of Public Health, and the Department of Public Works. Request from the San Francisco Unified School District off calendar.

1440-76 Reclassification of two 1706 Telephone Operator positions at the San Francisco Community College District.

Action: Adopt Staff Report.

1. Reclassify two positions in Class 1706 Telephone Operator (Sch. 24.1) to Class 1424 Clerk Typist (Sch. 24.1).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1154-77 Reclassification of one vacant position currently in Class 3210 Head Lifeguard to Class 3208 Pool Lifeguard.

Action: Adopt Staff Report.

1. Reallocate one vacant position in Class 3210 Head Lifeguard to Class 3208 Lifeguard.
2. Abolish Class 3210 Head Lifeguard.
3. Amend Annual Salary Ordinance Section 651010A to reflect this action.

CLASSIFICATION AND PAY: (continued)

1155-77 Classification of a newly budgeted 1630 Account Clerk position located at the Appropriations Division, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one 1630 Account Clerk position as Class 1630 Account Clerk (Sal. Sch. 24.6 \$325-390 bw).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1160-77 Transfer of 26 permanent Craft positions from the Department of Public Works to the Department of Public Health, San Francisco General Hospital Medical Center.

Action: Adopt Staff Report.

1. Transfer 23 permanent positions from the Building Repair Bureau of the Department of Public Works to the San Francisco General Hospital Medical Center.
2. Transfer 3 permanent positions from the Street Cleaning Bureau of the Department of Public Works to the San Francisco General Hospital Medical Center.
3. Amend Annual Salary Ordinance Section 417011 to reflect the deletion of:
 - 1 - 7120 Building & Grounds Maintenance Superintendent
 - 1 - 7335 Senior Stationary Engineer
 - 9 - 7334 Stationary Engineer
 - 2 - 7344 Carpenter
 - 3 - 7345 Electrician
 - 2 - 7346 Painter
 - 2 - 7347 Plumber
 - 2 - 7348 Steamfitter
 - 1 - 7452 Shade Man
4. Amend Annual Salary Ordinance Section 431019 to reflect the deletion of 3 positions of 3416 Gardener.
5. Amend Annual Salary Ordinance Section 557020 to reflect the establishment of:
 - 1 - 7120 Building & Grounds Maintenance Superintendent
 - 1 - 7335 Senior Stationary Engineer
 - 9 - 7334 Stationary Engineer
 - 2 - 7344 Carpenter
 - 3 - 7345 Electrician
 - 2 - 7346 Painter
 - 2 - 7347 Plumber
 - 2 - 7348 Steamfitter
 - 3 - 3416 Gardener
 - 1 - 7452 Shade Man
6. Retain current status of incumbents in positions subject to the transfer in accordance with Civil Service Commission Rule 20, Section 20.06.

1161-77 Classification of one newly budgeted 1426 Senior Clerk Typist position located at the Evening Division of the San Francisco Community College District:

CLASSIFICATION AND PAY: (continued)

Action: Adopt Staff Report.

1. Classify one newly budgeted 1426 Senior Clerk Typist position to Class 1426 Senior Clerk Typist (Sch. 26.1 \$348-416 bw).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

IN-SERVICE ACTIVITIES:

2621-76 Appeal of employee from enactment of the provisions of Section 22.05 - Sick Leave Without Pay.

(IN EXECUTIVE SESSION)

April 4, 1977 : Over to the meeting of April 18, 1977.

Action: Sustain decision of the General Manager, Personnel.
Patricia O'Connor to remain on Sick Leave until
medically cleared by the Civil Service Commission
Medical Examiner.

2034-77 Appeal of medical rejection from Robert Perez for Class 2714 Janitor.

February 7, 1977 : Refer for evaluation and recommendation through
the Department of Public Health.

Action: Over to the meeting of May 2, 1977.

2185-77 Proposed New Grievance Procedure amending Civil Service Commission Rule 34.

March 11, 1977 : Post for adoption at the meeting of April 4, 1977.

April 4, 1977 : Over to the meeting of April 18, 1977.

Action: Over to the meeting of May 2, 1977.

2238-77 Request from Painter's Local Union No. 4 to pay an incumbent in Class 7346 Painter who was put in a "non-work" status on January 3, 1977 due to inclement weather.

April 4, 1977 : Deny request. Advise Mr. Morris Evenson, Secretary, Painter's Union Local No. 4 that the action taken by Airport Management on January 3, 1977 relative to Delbert Bayless, 7346 Painter, was proper and in accord with current law and policy. (Painter's Union not notified of meeting)

Action: Deny request. Advise Mr. Morris Evenson, Secretary, Painter's Local No. 4 that the action taken by Airport Management on January 3, 1977 relative to Delbert Bayless, 7346 Painter, was proper and in accord with current law and policy.

2246-77 Appeal of the decision of the Director of Airports in placing employee on Sick Leave.

Action: Off calendar.

IN-SERVICE ACTIVITIES: (continued)

2251-77 Appeal of medical rejection from Jerome P. Avanzino for Class 8304 Deputy Sheriff.

Action: Adopt Staff Report. Refer for evaluation and recommendation to medical appeals specialists in the areas of neurology, orthopaedics, and ophthalmology. Referrals to be at Mr. Avanzino's expense. Mr. Avanzino to contact Assistant Secretary for list of medical appeals specialists.

2262-77 Charter Amendment adding Section 8.518 relating to Hearing and Determination By a Hearing Officer of Applications for Disability Leave, Disability Retirement or Death Allowance (File No. 191-77)

Action: Adopt Staff Report; forward to the Board of Supervisors.

2268-77 Appeal of medical rejection from George G. Anderson for Class 7472 Wire Rope Cable Maintenance Mechanic & Trainee.

Action: Adopt Staff Report. Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.

2280-77 Request to return name of eligible to List E-12 for Class 2760 Laundry Worker.

Action: Adopt Staff Report. Return the name of James R. Jones to Eligible List E-12 for Class 2760 Laundry Worker and provide for seniority from November 7, 1975.

2294-77 Proposed Civil Service Commission Rule 39 - Rules related to the Employer-Employee Relations Ordinance.

Action: Adopt Staff Report. Post for adoption at the meeting of May 2, 1977.

MISCELLANEOUS:

3011-77 Requests from departments to back date requisitions:

T-60053 5352 Electrical Engineering Assistant II Airport

Action: Approve as recommended by Committee.

3012-77 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 1009 - 1012
4124 - 4159
6020 - 6027
8257 - 8288

Action: Approve.

3013-77 Requests for Oral Authorizations for certain positions in the San Francisco Police Department.

Action: Approve request from the Chief of Police for Oral Authorizations.

RECRUITMENT AND EXAMINATIONS:

40061-77 Appeal of the terms of the examination announcement for Class 5161 Water Purification Assistant Division Manager.

Action: Adopt Staff Report. Deny appeal. Retain minimum qualifications as stated on the examination announcement for Class 5161 Water Purification Assistant Division Manager.

40062-77 Appointment of Mr. Robert Leet to Class 3440 Landscaping and Street Planting Supervisor.

Action: Adopt Staff Report. Appoint Mr. Leet to Class 3440 Landscaping and Street Planting Supervisor on an oral authorization effective March 30, 1977.

40063-77 Written examination for Class 1650 Accountant administered March 19, 1977.

Action: Adopt Staff Report.

1. Cancel written examination administered March 19, 1977.
2. Administer new written examination to those participants in the March 19th, 1977 examination.

(Commissioner Powell was absent during the hearing of this item.)

40064-77 Protests of ratings in Qualifications Appraisal portion of examination for Class 8440 Probation Officer.

Action: Over to the meeting of May 2, 1977. Every petitioner to present a succinct written basis for their appeal to the Assistant Secretary by Friday, April 22, 1977. Copies to be forwarded to the Commissioners by 5:00 P.M., April 25, 1977. Oral arguments introducing new information will not be permitted. Staff to provide petitioners with raw scoring data and to permit duplication of tapes of oral examination at petitioners' expense.

40065-77 Appeal of staff's denial of protests re terms of the promotive examination announcement for Class 1654 Principal Accountant.

- Action:
1. Deny appeals of Jean Nerney (Vote of 3 to 1: Commissioner Powell dissents) and Eugene W. Chu.
 2. Find Peggy Woo qualified to participate in the promotive 1654 examination.

40066-77 Appeal of staff's denial of protest regarding Qualifications Appraisal Interview rating for Class 5314 Survey Party Chief.

Action: Over to the meeting of May 2, 1977. Commissioner Powell appointed to review tapes of Qualifications Appraisal Interview.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 18, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5711-77 William E. Cranshaw, 8226 Museum Guard, CETA, California Academy of Sciences, Steinhart Aquarium, 2/25/77.

April 4, 1977 : Over to the meeting of April 18, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 5 years' work experience outside the City and County service. Not to be certified again to the California Academy of Sciences.

5712-77 Eugene Meniffee, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 2/25/77.

April 4, 1977 : Over to the meeting of April 18, 1977.

Action: Over to the meeting of May 2, 1977.

5713-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF JANUARY 17, 1977:

Robert Toliver, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 1/4/77.

January 17, 1977 : Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park.

Action: 1. Rescind action of January 17, 1977.

2. Reinstate to a position of 7560 Field Conservation Aide, CETA, without back pay.

5714-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF JANUARY 17, 1977:

Horace Thomas, 2736 Porter, Department of Public Health, San Francisco General Hospital, 11/5/76.

January 17, 1977 : Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5715-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF FEBRUARY 22, 1977:

Jorge Cordon, 2736 Porter, CETA, Department of Public Health, San Francisco General Hospital, 1/28/77.

February 22, 1977 : Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

Action: 1. Rescind action of February 22, 1977.

2. Reinstate to a CETA position without back pay.

5716-77 James Daniels, 2736 Porter, CETA, Department of Public Health, Central Office, 4/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5717-77 Murray Callier, 9998 Staff Aide, CETA, Mayor's Office of Employment and Training, Criminal Justice -- Coordinated Release Services, 4/2/77.

Action: Over to the meeting of May 2, 1977.

5719-77 David Plummer, 9910 Parole Aide Trainee, (State Personnel Grant), Sheriff's Department, San Francisco County Parole, 4/1/77.

Action: Over to the meeting of May 16, 1977.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance)

5720-77 Edward Johnson, 8304 Deputy Sheriff, V-90/E-8, Sheriff's Department, Jail Division, 12/23/76.

January 17, 1977 : Over to the meeting of February 7, 1977.

February 7, 1977 : Over to the meeting of February 22, 1977.

February 22, 1977 : Over to the meeting of March 7, 1977.

March 7, 1977 : Over to the meeting of March 21, 1977.

March 21, 1977 : Over to the meeting of April 18, 1977. The Commission stipulated that this is a final continuance.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Sheriff's Department. (Vote of 3 to 1: Commissioner Alioto dissents)

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (Entrance) (continued)

5721-77 Tom Sweeney, 2903 Eligibility Worker, E-8/461, Department of Social Services, 3/18/77.

April 4, 1977 : Over to the meeting of April 18, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Social Services. (Vote of 3 to 1: Commissioner Powell dissents)

5722-77 Suzanne Nugent, 1424 Clerk Typist, E-118/9.1, Department of Public Health, Records & Statistics, 4/11/77.

Action: Return name to list.

5723-77 Manuel G. Grauto, 4220 Personal Property Auditor, E-7/13, Assessor's Office, Personal Property, 1/28/77.

Action: Over to the meeting of May 2, 1977.

5724-77 Andrew Ciborowski, 7409 Electrical Transit Serviceman, E-4/V-7, Public Utilities Commission, San Francisco Municipal Railway, 3/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5725-77 Ivy Jou, 3616 Library Technical Assistant I, E-3/53, San Francisco Unified School District, Portola Junior High School, 4/1/77.

Action: Return name to list under waiver of appointment. This waiver to remain in effect until the Civil Service Commission approves removal upon receipt of certificate of having satisfactorily completed a course in English as a second language. Retains all other eligibility.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5718-77 Dominic Federico, 7347 Plumber, V-62/E-3, Department of Public Works, Building Repair, 3/30/77.

Action: Over to the meeting of May 2, 1977.

5726-77 Elijah Watson, 2736 Porter, E-51/94, Department of Public Health, San Francisco General Hospital, 4/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

5727-77 RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF FEBRUARY 22, 1977.

Alvin White, 7530 Street Cleaner, E-8/26, Department of Public Works, Street Cleaning, 2/1/77.

February 22, 1977 : Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Works.

Action: Sustain action of February 22, 1977.

RESIGNATIONS:

5728-77 Sharon Brooks, 1424 Clerk Typist, E-184/82, Department of Social Services, 3/9/77.

Action: Over to the meeting of May 2, 1977.

5729-77 Frances Lee, 1430 Transcriber Typist, E-36/2, Department of Social Services, 3/22/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Social Services.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 1

MAY 2, 1977 - 2:00 P.M.

DOCUMENTS

MAY 9 1977

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Salomon
Commissioner Chow
Commissioner Powell
Commissioner Tarantino

Excused: Commissioner Alioto
Commissioner Salomon presided.

MINUTES:

Regular Meeting of April 18, 1977.

Action: Approve.

SPECIAL ORDER OF BUSINESS:

Request of the Police Officers' Association to rescind Civil Service Commission action of April 18, 1977 granting the request of the Chief of Police for oral authorizations to make certain non-civil service appointments. The Commission directed the Secretary to call the Chief of Police and request that the Chief stay any non-civil service promotive appointments for 5 days in order that proper inquiry can be made of the Treasury Department relative to potential LEAA defunding.

CLASSIFICATION AND PAY:

ADDENDUM

1062-77 Amendment to Report Number 1062-77 approved by the Civil Service Commission on February 22, 1977.

February 7, 1977 : Over to the meeting of February 22, 1977.

February 22, 1977 : Adopt Staff Report.

1. Establish new classification 1114 Administrator, Retirement Services (Sch. 41.7 J, Z \$714B862, 1553M1875) with salary as recommended by the Department.
2. Allocate one unclassified position in the budget of the Retirement System to the above new classification.
3. Amend Annual Salary Ordinance Section 697010 to reflect this action. (Vote of 4 to 1: Commissioner Salomon dissents.)

Action: That Report Number 1062-77 be amended as follows:

1. Delete reference to equating the new class 1114 Administrator, Retirement Services to Class 1658 Chief Accountant for salary purposes for 1977-78.
2. Approve the New "J" rate of sch. 46.8 J, Z \$908B1099 as requested by Retirement System General Manager.
3. Amend the Annual Salary Ordinance Section 697010 to reflect this action effective July 1, 1977.

1141-77 Survey of one vacant 7312 Chauffeur position, Assessor's Office.

Action: Adopt Staff Report.

1. Reclassify one 7312 Chauffeur (Sch. 27.6 \$809M970) to 4202 Assessment Clerk (Sch. 25.6 \$740M887).

CLASSIFICATION AND PAY: (continued)

2. Amend Annual Salary Ordinance Section 115010 to reflect this action.
3. Advise department to submit a companion supplemental appropriation.

1178-77 Survey of two vacant positions: 1 - 2784 Porter General Foreman and 1 - 1664 Billing and Collections Supervisor in the Department of Public Health, Laguna Honda Hospital.

Action: Adopt Staff Report.

1. Reclassify one vacant position in Classification 2784 Porter General Foreman (Sch. 28.8 \$977M1027) to 2785 Assistant General Services Manager (Sch. 34.0 \$1083M1303).
2. Abolish Classification 2784 Porter General Foreman.
3. Allocate one position identified in the 1974-75 budget as a 1664 Billing and Collections Supervisor (Sch. 39.0 \$1366M1649) to Classification 1844 Senior Management Assistant (Sch. 37.0 \$1244M1503).
4. Amend Sections 555010 and 555015 of the Annual Salary Ordinance accordingly.

1179-77 Amendment of specification for Classification 2596 Employee Referral Program Director and abolishment of Classification 2597 Employee Referral Assistant.

Action: Adopt Staff Report.

1. Amend specification for Classification 2596 Employee Referral Program Director.
2. Abolish Classification 2597 Employee Referral Assistant.
3. Amend the Salary Standardization Ordinance accordingly.

1180-77 Amendment to Class Specification 5105 Director, Maintenance and Operations, San Francisco Unified School District.

Action: Adopt Staff Report. Amend Class Specification 5105 Director, Maintenance and Operations, San Francisco Unified School District as per tentative amended specification.

1185-77 Request of the Sheriff for the reclassification of positions in Class 8217 Station Officer.

Action: Adopt Staff Report.

1. Reallocate 8 vacant positions in Class 8217 Station Officer in the Sheriff's Department to Class 8304 Deputy Sheriff (Sch. 33.0 \$475B572, 1033M1244).
2. Reallocate future vacancies in Class 8217 Station Officer to Class 8304 Deputy Sheriff.
3. Amend the Annual Salary Ordinance Section 173010E to reflect this action.

CLASSIFICATION AND PAY: (continued)

1189-77 Review of Personal Services Contract between the Chief Administrative Officer and Ms. Paula R. Collins for services related to the Yerba Buena Center Exhibition Hall.

Action: Contract reviewed; forward to the Purchaser of Supplies.

IN-SERVICE ACTIVITIES:

2034-77 Appeal of medical rejection from Robert Perez for Class 2714 Janitor.

February 7, 1977 : Refer for evaluation and recommendation through the Department of Public Health.

April 18, 1977 : Over to the meeting of May 2, 1977.

Action: Under waiver of certification; this waiver to remain in effect until medically cleared by the Civil Service Commission Medical Examiner.

2058-77 Appeal of medical rejection from Joel Abramson for Class 2903 Eligibility Worker.

Action: Grant appeal. Find medically qualified.

2185-77 Proposed New Grievance Procedure amending Civil Service Commission Rule 34.

March 11, 1977 : Post for adoption at the meeting of April 4, 1977.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

Action: Over to the meeting of May 16, 1977.

2286-77 Appointment of Andrew C. Casper to position in Class H-50 Assistant Chief.

Action: Adopt Staff Report. Approve request; advise Fire Commission accordingly.

2294-77 Proposed Civil Service Commission Rule 39 - Rules Related to the Employer-Employee Relations Ordinance.

April 18, 1977 : Post for adoption at the meeting of May 2, 1977.

Action: Adopt new Rule 39 as amended.

2299-77 Appeal of staff denial of transfer of employee in Class 2714 Janitor.

Action: Adopt Staff Report. Deny appeal of Stephen Walsh.

2303-77 Request for appointment above the entrance rate for employee in Class 8118 Legislation Clerk.

Action: Adopt Staff Report. Approve the permanent appointment of Donna Norkus at Step 5 in the Compensation Schedule established for Class 8118 Legislation Clerk pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (continued)

- 2317-77 Amendment to Civil Service Rule 3.06 Secretary, Pro Tem.
Action: Adopt Staff Report. Post for adoption at the meeting of May 16, 1977.
- 2321-77 Proposed Charter Amendment adding Section 8.100-1, Prohibiting the Appointment of more than one person from any one Supervisorial District to certain Boards or Commissions (File No. 147-77).
Action: Over to the meeting of May 16, 1977.
- 2325-77 Appeal of medical rejection from William T. Beirne on behalf of Fred J. Curley in Class Q2 Police Officer.
Action: Over to the meeting of June 20, 1977 at the request of William T. Beirne.
- 2330-77 Proposed amendment to Charter Section 8.326 - Promotions in General.
Action: Adopt Staff Report as amended. Post for two weeks for adoption at the meeting of May 16, 1977.
- 2334-77 Request for appointment above the entrance rate for employee in Class 8158 Investigator II.
Action: Adopt Staff Report. Approve the permanent appointment of Francis Itaya, Jr. at Step 3 in the Compensation Schedule for Class 8158 Investigator II pending the Controller's certification that funds are available.

MISCELLANEOUS:

- 3014-77 Requests from departments to back date requisitions:
T-61706 9110 Fare Collections Receiver 4/6/77 Public Utilities
Action: Approve as recommended by Committee.
- 3015-77 From the heads of various departments requesting authorization to make non-civil service appointments:
Oral Authorization Numbers: 4160 - 4204
6028 - 6029
8289 - 8326
Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40064-77 Protests of ratings in Qualifications Appraisal portion of examination for Class 8440 Probation Officer.
April 18, 1977 : Over to the meeting of May 2, 1977. Every petitioner to present a succinct written basis for their appeal to the Assistant Secretary by Friday, April 22, 1977. Copies to be forwarded to the Commissioners by 5:00 P.M.,

RECRUITMENT AND EXAMINATIONS: (continued)

April 25, 1977. Oral arguments introducing new information will not be permitted. Staff to provide petitioners with raw scoring data and to permit duplication of tapes of oral examination at petitioners' expense.

Action: Deny appeals of Diane Beck, Sandra L. Chinn, et al., Wade Francois, Marilyn Hill, Barbara Johnson, Michael G. Johnson, William Johnston, Dorothy F. Loyd, Clarito L. Mamaril, Michael J. Percy, and Michael J. Williams. Appeal of Arthur D. Thompson over to the meeting of May 16, 1977. Last item on the agenda.

40066-77 Appeal of staff's denial of protest regarding Qualifications Appraisal Interview rating for Class 5314 Survey Party Chief.

April 18, 1977: Over to the meeting of May 2, 1977. Commissioner Powell appointed to review tapes of Qualifications Appraisal Interview.

Action: Grant Martin Meier the minimum passing score of 70% in the examination for Class 5314 Survey Party Chief.

40068-77 Appeal of the terms of the examination announcements for Class 3522 Senior Museum Preparator and Class 3550 Museum Exhibition Designer.

Action: Adopt Staff Report. Deny appeal of Relf Case. Retain minimum requirement as stated on the examination announcement for Class 3522 Senior Museum Preparator. Retain the entrance announcement for 3550 Museum Exhibition Designer.

40069-77 Appeal of staff's denial of protest of qualifications appraisal rating for Class 5266 Architectural Associate II - Promotive.

Action: Adopt Staff Report. Deny appeal of Gene K. Wong.

40070-77 Appointment of Mr. Garrett Kone to Class 7132 Telecommunications Supervisor.

Action: Adopt Staff Report.

40071-77 Appeal of staff's denial of protest of Qualifications Appraisal rating for Class 5265 Architectural Associate I - Entrance and Promotive.

Action: Adopt Staff Report. Deny appeal of Ralph G. Raffaelli.

40073-77 Appeal of staff action as to provisions of the promotive examination announcement for Class 1828 Senior Associate Budget Analyst, Bureau of the Budget, Board of Supervisors.

Action: Adopt Staff Report. Grant appeal of Carlos Luna re: elimination of the submission of original reports, written by the candidate, to the qualification appraisal board. Deny all his other appeals.

RECRUITMENT AND EXAMINATIONS: (continued)

40074-77 Appeal of staff denial of request to hold examination for Class 3630 Librarian I on a promotional basis for permanent employees who possess a Master of Library Science Degree.

Action: Adopt Staff Report. Deny appeal of Joseph C. Augustino. Administer examination for Class 3630 Librarian I on an entrance level only.

40076-77 Request from Human Rights Commission for review of promotive Probation Officer examinations.

Action: Under advisement. Decision to be announced at the meeting of May 16, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 2, 1977 - 3:00 P.M.

Commissioner Tarantino presided at the request of the Chair.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5730-77 Murray Callier, 9998 Staff Aide, CETA, Mayor's Office of Employment and Training, Criminal Justice - Coordinated Release Services, 4/2/77.

April 18, 1977: Over to the meeting of May 2, 1977.

Action: Approve.

5731-77 Eugene Meniffee, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 2/25/77.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

Action: Over to the meeting of June 6, 1977.

5732-77 Joseph Pierre, 2302 Orderly, Department of Public Health, Laguna Honda Hospital, 2/15/77.

Action: Off calendar.

5733-77 Shalom Arakie, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital, 4/15/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5734-77 Lenward Crease, 7560 Field Conservation Aide, CETA, Recreation and Park, Section II, 4/18/77.

Action: Over to the meeting of May 16, 1977.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5735-77 Manuel G. Gratuuto, 4220 Personal Property Auditor, 13/E-7, Assessor's Office, Personal Property, 1/28/77.

April 18, 1977: Over to the meeting of May 2, 1977.

Action: Over to the meeting of June 6, 1977.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5736-77 Ralph Dixon, 2714 Janitor, 21/E-57, Recreation and Park, Arboretum, 4/19/77.

Action: Return name to list. Not to be certified to the Recreation and Park Department again.

5737-77 Charles W. Johnson, 2736 Porter, V37/E-51, Department of Public Health, San Francisco General Hospital, 4/11/77.

Action: Over to the meeting of May 16, 1977.

5738-77 Joaquin R. Ibarguen, 1424 Clerk Typist, 71/E-4, Department of Public Health, San Francisco General Hospital, 3/24/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5739-77 Virginia Mateo, 1444 Clerk Stenographer, 11/E-261, Public Defender's Office, Juvenile Court Division, 4/21/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 24 months' work experience outside the City and County service. Not to be certified again to the Public Defender's Office.

5740-77 John B. Hopkins, 2724 School Custodian, Male, 57/E-52, San Francisco Community College District, College Division, 4/8/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

5741-77 Jean Graham, 1424 Clerk Typist, 226/E-174, San Francisco Community College District, CC Centers Division, 4/20/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5742-77 Dominic Federico, 7347 Plumber, V62/E-3, Department of Public Works, Building Repair, 3/30/77.

April 18, 1977: Over to the meeting of May 2, 1977.

Action: Return name to list. Remove medical waiver.

TERMINATIONS OF TEMPORARY APPOINTMENTS: (continued)

- 5743-77 Don A. Cookston, 6318 Construction Inspector, 18/E-6, Public Utilities Commission, San Francisco Municipal Railway, 4/12/77.
- Action: Over to the meeting of May 16, 1977.
- 5744-77 Edward L. Williams, 2724 School Custodian, 20/E-54, San Francisco Unified School District, Custodian Services, 4/7/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.
- 5745-77 Carolyn Hope, 2302 Orderly, 46/E-305, Department of Public Health, Laguna Honda Hospital, 4/4/77.
- Action: Return name to list under waiver of certification. This waiver to remain in effect until medically cleared by the Civil Service Medical Examiner.
- 5746-77 Lily McDuffie, 1424 Clerk Typist, 74/E-84, Department of Social Services, 4/15/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Social Services.

RESIGNATIONS:

- 5747-77 Sharon Brooks, 1424 Clerk Typist, 82/E-184, Department of Social Services, 3/9/77.
- April 18, 1977: Over to the meeting of May 2, 1977.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Social Services.
- 5748-77 Herbert Gilbert, 5238 Associate Electrical Engineer, V1/E-2, Public Utilities Commission, San Francisco Municipal Railway, 1/23/77.
- March 11, 1977: Over to the meeting of May 2, 1977.
- Action: Over to the meeting of July 18, 1977.

RESIGNATIONS: (continued)

5749-77 Timothy Rudledge, 1424 Clerk Typist, 3/E-196, Department of Social Services, Medi-Cal, 4/4/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Social Services.

5750-77 Leonard A. Joyce, S102 Conductor, 101/E-109, Public Utilities Commission, San Francisco Municipal Railway, 12/6/76.

Action: Over to the meeting of May 16, 1977.

5751-77 Jeffrey L. McDonald, 1404 Clerk, 59/E-14, San Francisco Community College District, College Division, 4/1/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

AUTOMATIC RESIGNATIONS:

5752-77 John J. O'Connell, 7388 Utility Plumber, Public Utilities Commission, San Francisco Water Department, 4/1/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified to the Public Utilities Commission again.

5753-77 Frances Hughes, 1424 Clerk Typist, 257/E-181, Department of Social Services, Central Index, 4/6/77.

Action: Over to the meeting of June 6, 1977.

5754-77 Pisa E. Ripley, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital, 12/17/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified to the Department of Public Health again.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MAY 16, 1977 - 2:00 P.M.

Present: Commissioner Salomon
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Excused: Commissioner Alioto
Commissioner Salomon presided.

MINUTES:

Regular Meeting of May 2, 1977.

Action: Approve.

ANNOUNCEMENTS:

John J. Walsh, General Manager, Personnel, introduced Mr. Edward Gazzano, Principal Personnel Analyst, a new Civil Service Commission staff member.

CLASSIFICATION AND PAY:

ADDENDUM

1399-76 Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV. H.

April 18, 1977 : Approve those requests from the Port Commission, Department of Public Health, and the Department of Public Works. Request from the San Francisco Unified School District off calendar.

Action: Adopt Staff Report. Approve the requests of Arthur Husmann and Richard L. Johnson, San Francisco School District, in accordance with Section IV. H of the Salary Standardization Ordinance 1976-77.

1122-77 Request of the San Francisco Police Department to reclassify three vacant positions in Class 8250 Fingerprint Classifier and Clerk to Class 8251 Fingerprint Technician III.

Action: Adopt Staff Report.

1. Reclassify 3 vacant positions in the Police Department in Class 8250 Fingerprint Classifier & Clerk (Sch. 29.1 \$398B477, \$866M1037/1977-78 Sch. 31.5) to Class 8251 Fingerprint Technician III (Sch. 30.6 \$426B512, \$927M1114/1977-78 Sch. 33).
2. Retitle 23 positions in Class 8250 Fingerprint Classifier and Clerk (Sch. 29.1 \$398B477, \$866M1037/1977-78 Sch. 31.5) to Class 8250 Fingerprint Technician II (Sch. 29.1 \$398B477, \$866M1037/1977-78 Sch. 31.5).
3. Amend the Annual Salary Ordinance to indicate Class 8249 Fingerprint Technician I (Sch. 27.6 \$372B446, \$809M970/1977-78 Sch. 30.0) with no positions enumerated; amend Annual Salary Ordinance Section 161011 to reflect these actions.

1175-77 Appeal of staff denial of request for supervisorial differential adjustment pursuant to Section IV. H. of the Annual Salary Standardization Ordinance.

Action: Adopt Staff Report. Deny request of Mr. Edward L. Fonseca.

CLASSIFICATION AND PAY: (continued)

1191-77 Request of the Sheriff for the reclassification of one vacant position in Class O-1 Chauffeur (Sch. 31.3 \$440B529, \$957M1151).

Action: Adopt Staff Report.

1. Reallocate one vacant position in Class O-1 Chauffeur (Sch. 31.3 \$440B529, \$957M1151) in the Sheriff's Department to Class 8304 Deputy Sheriff (Sch. 33.0 \$475B572, \$1033M1244).
2. Amend the Annual Salary Ordinance Section 173010B to reflect this action.
3. Review the two remaining positions in Class O-1 Chauffeur as vacancies occur.

1192-77 Survey of three B-512 General Clerk Typist positions, Juvenile Court, Probation Office.

Action: Adopt Staff Report.

1. Reclassify three B-512 General Clerk Typist positions (1977-78 Sch. 25.7 \$742M890) to 1430 Transcriber Typist (1977-78 Sch. 26.2 \$759M909).
2. Amend Annual Salary Ordinance Section 185010 accordingly.
3. Advise the department to submit a supplemental appropriation.

1193-77 Staff Report 1399-76 (1/3/77) Request for supervisorial differential adjustments re: Salary Standardization Ordinance, Section IV. H.

January 3, 1977 : Adopt Staff Report. Approve.

Action: Over to the meeting of June 6, 1977.

ADDENDUM

1193-77 Addendum to Report Number 1193-77 - Request for supervisorial differential adjustments re: Salary Standardization Ordinance, Section IV. H.

Action: Over to the meeting of June 6, 1977.

1207-77 Renewal of Personal Services Contract, Office of the Controller, Electronic Data Processing Division with Michael Taylor, Contractor.

Action: Review Contract; forward to the Purchaser of Supplies.

1208-77 Request to amend the specifications for Class 8304 Deputy Sheriff and Class 8306 Senior Deputy Sheriff.

Action: Over to the meeting of June 6, 1977.

1209-77 Review of one 8310 Sheriff's Lieutenant position requested by the Sheriff's Department to be designated as female only.

Action: Adopt Staff Report. Fill present and future vacancies in the Sheriff's Department at the 8310 Sheriff's Lieutenant level and above without regard to the sex of the eligible.

CLASSIFICATION AND PAY: (continued)

1214-77 Review of rate of pay for Class Q-35 Assistant Inspector in the San Francisco Police Department.

Action: Off Calendar. To be recalendared at some future date.

1216-77 Correction of clerical errors of certain classifications in Salary Standardization Ordinance, 1977-78.

Action: Adopt Staff Report. Correct clerical errors in Salary Standardization Ordinance, 1977-78; forward to the Board of Supervisors.

1218-77 Classification of six new positions, San Francisco Municipal Railway.

Action: Adopt Staff Report.

1. Establish new Classification 7287 Supervising Electronic Maintenance Technician (Sch. 44.3 \$807B975, \$1755M2121).
2. Retitle and amend Classification 7318 Electrical Maintenance Technician (Sch. 41.8 \$717B866, \$1559M1884) to 7318 Electronic Maintenance Technician (No change in salary).
3. Allocate one new position to Classification 7287 Supervising Electronic Maintenance Technician.
4. Allocate five new positions to the amended Classification 7318 Electronic Maintenance Technician. Grant status rights to five permanent incumbents in Class 7318 to the amended and retitled class.
5. Amend Salary Ordinance Sections 725011, 735011, 745011C, 745011 I and 755011 to reflect this action.

1225-77 Personal Services Contract between the Office of the Mayor and Steve Thompson.

Action: Review Contract; forward to the Purchaser of Supplies.

IN-SERVICE ACTIVITIES:

2679-76 Amendment to Civil Service Commission action of January 3, 1977: Request for supplemental appropriation, Civil Service Commission to effect an internal transfer of funds to purchase equipment.

January 3, 1977 : Approve and forward to the Office of the Mayor.

Action: Adopt Staff Report. As provided in Section 6.205 of the Charter, approve a transfer in the amount of \$244.42 from the Civil Service Commission 300 Materials and Supplies Account to the 400 Equipment Account.

2185-77 Proposed New Grievance Procedure amending Civil Service Commission Rule 34.

March 11, 1977 : Post for adoption at the meeting of April 4, 1977.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of May 16, 1977.

Action : Over to the meeting of June 6, 1977.

IN-SERVICE ACTIVITIES: (continued)

2317-77 Amendment to Civil Service Rule 3.06 Secretary, Pro Tem.

May 2, 1977 : Post for adoption at the meeting of May 16, 1977.

Action: Adopt.

2321-77 Proposed Charter Amendment adding Section 8.100.1, Prohibiting the Appointment of more than one person from any one Supervisorial District to certain Boards or Commissions (File No. 147-77).

May 2, 1977 : Over to the meeting of May 16, 1977.

Action: Adopt Staff Report. Advise the Board of Supervisors that the Commission does not endorse this proposed Charter Amendment.

2330-77 Proposed amendment to Charter Section 8.326 - Promotions in General.

May 2, 1977 : Post for adoption at the meeting of May 16, 1977.

Action: Adopt as amended and forward to the Board of Supervisors.

2333-77 Proposed amendment to Civil Service Rule 6, Section 6.06, Procedure for Dismissal of Regular Permanent Employee and Section 6.07, Procedure for Appeal.

Action: Adopt Staff Report. Post for adoption at the meeting of June 6, 1977.

2353-77 Request for appointment above the entrance rate for employee in Class 1452 Stenographic Secretary.

Action: Adopt Staff Report. Approve the permanent appointment of Frank Zwilinske at Step 3 in the Compensation Schedule established for Class 1452 Stenographic Secretary pending the Controller's certification that funds are available.

2362-77 Proposed amendments to Civil Service Commission Rule 32 - Lay-Off.

Action: Post for adoption at the meeting of June 6, 1977.

2363-77 Proposed amendments to Civil Service Commission Rule 2.

Action: Post for adoption at the meeting of June 6, 1977.

2364-77 Proposed Charter Amendment amending Section 8.407 (Proposition D - November, 1976 Election).

Action: Over to the meeting of June 6, 1977.

MISCELLANEOUS:

3016-77 Requests from departments to back date oral authorizations and requisitions.

T-60321	2971 Director-Social Service Programs	4/9/77	Social Services
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T-60044	9740 Staff Assistant IV, Special Project	4/20/77	Controller
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E-6077 through E-6089	3595 School Aide I	3/17/77	School District
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E-6092 through E-6097	3595 School Aide I	3/21/77	School District
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TX-60352	1426 Senior Clerk Typist	1/19/77	Social Services
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Action: Approve as recommended by Committee.

MISCELLANEOUS: (continued)

3017-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1013 - 1017
4205 - 4237
6030 - 6041
8327 - 8365

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40076-77 Request from Human Rights Commission for review of promotive Probation Officer examinations.

May 2, 1977 : Under advisement. Decision to be announced at the meeting May 16, 1977.

Action: Deny request.

40078-77 Appeals of Department of Public Health staff denial of request to re-schedule Qualifications Appraisal for Class 2930 (E) Psychiatric Social Worker.

Action: Deny Staff Report. Grant appeals of Susan Schneider and Debra R. Milinsky to participate in the examination. Oral board to be convened for the two candidates.

40079-77 Appeal of Department of Public Health staff denial of protest on the Qualifications Appraisal for Class 2930 (E) Psychiatric Social Worker.

Action: Over to the meeting of June 6, 1977.

40080-77 Appeal of Department of Public Health staff denial of protest on the Qualifications Appraisal for Class 2932 (E and P) Senior Psychiatric Social Worker.

Action: Over to the meeting of June 6, 1977.

40087-77 Protest of ratings in Qualifications Appraisal portion of examinations for Senior and Supervising Probation Officer.

Action: Deny protests of Arthur Marder, Shirley Deutsch, et al, Maureen O'Shea, Rosemary O'Sullivan, David Chin, Patricia Coyne, Aimee Exnicios, and Michael Pappas.

40089-77 Zimmer v Civil Service Commission - Superior Court Number 714-636: Receipt of Court Order.

Action: Adopt Staff Report.

1. Advise the City Attorney not to appeal this case.
2. Remove veterans preference points from Mr. Bacci's score and amend ranks and scores as follows:

John Zimmer - Rank Number 1 - Score 971 Points;

Alfred Bacci - Rank Number 2 - Score 968.5 Points.

3. Remove Mr. Bacci from his current position and return his name to the eligible list.
4. Appoint Mr. Zimmer to the position vacated by Mr. Bacci with seniority for all purposes except probationary from 9/1/76.

RECRUITMENT AND EXAMINATIONS: (continued)

40064-77 Protests of ratings in Qualifications Appraisal portion of examination for Class 8440 Probation Officer.

April 18, 1977 : Over to the meeting of May 2, 1977. Every petitioner to present a succinct written basis for their appeal to the Assistant Secretary by Friday, April 22, 1977. Copies to be forwarded to the Commissioners by 5:00 P.M., April 25, 1977. Oral arguments introducing new information will not be permitted. Staff to provide petitioners with raw scoring data and to permit duplication of tapes of oral examination at petitioners' expense.

May 2, 1977 : Deny appeals of Diane Beck, Sandra L. Chinn, et al., Wade Francois, Marilyn Hill, Barbara Johnson, Michael G. Johnson, William Jonston, Dorothy F. Loyd, Clarito L. Mamaril, Michael J. Percy, and Michael J. Williams. Appeal of Arthur D. Thompson over to the meeting of May 16, 1977. Last item on agenda.

Action: (IN EXECUTIVE SESSION) Place the name of Arthur D. Thompson on the eligible list for Class 8440 Probation Officer under waiver for all employment for positions in this classification in the City and County service until such time as he is eligible for appointment under the laws of the State of California.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 16, 1977 - 3:00 P.M.

Present: Commissioner Salomon
Commissioner Chow
Commissioner Tarantino
Excused: Commissioner Alioto
Commissioner Powell
Commissioner Salomon presided.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATIONS:

5755-77 Charles L. Hall, 2714 Janitor, 66/E-57, Airports Commission, Custodial Department, 3/14/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Airports Commission. (Vote of 2 to 1: Commissioner Chow dissents)

5756-77 Mary G. Baker, 2312 Licensed Vocational Nurse, 12/E-63, Department of Public Health, San Francisco General Hospital, 1/3/77.

Action: Off Calendar. To be recalendared for review upon receipt of medical documentation.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5757-77 David Plummer, 9910 Parole Aide Trainee, State Personnel Grant, San Francisco Sheriff's Department, San Francisco County Parole, 4/1/77.

April 18, 1977 : Over to the meeting of May 16, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Sheriff's Department.

5758-77 Lenward Crease, 7560 Field Conservation Aide, CETA, Recreation and Park, Section II, 4/18/77.

May 2, 1977 : Over to the meeting of May 16, 1977.

Action: Off Calendar.

5759-77 Allan Victor Russell, 7560 Field Conservation Aide, CETA, Recreation and Park, Parks, 4/25/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to Recreation and Park.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5760-77 Cynthia Noble, 1402 Junior Clerk, CETA, Public Defender's Office, 5/17/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Public Defender's Office.

5761-77 Laura L. Brewster, 9910 Public Service Trainee - Clerk Typist, Mayor's Office of Employment and Training, 4/25/77.

Action: Over to the meeting of June 6, 1977.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5762-77 Charles W. Johnson, 2736 Porter V-37/E-51, Department of Public Health, San Francisco General Hospital, 4/11/77.

May 2, 1977 : Over to the meeting of May 16, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5763-77 Sandi Machol, 1426 Senior Clerk Typist, 54/E-84, Public Utilities Commission, Hetch Hetchy Water and Power, 5/4/77.

Action: Return name to list. One more opportunity to establish a satisfactory work record. Not to be certified again to the Public Utilities Commission.

5764-77 Steve Brown, S-104 Motorman, 433/E-111, Public Utilities Commission, San Francisco Municipal Railway, 4/26/77.

Action: Off Calendar.

5765-77 William B. Nash, S-104 Motorman, 451/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/10/76.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5766-77 Ira H. Ungar, 2903 Eligibility Worker, 165/E-6, Department of Social Services, AFDC, 4/22/77.

Action: Return name to list. Not to be certified again to the Department of Social Services.

RESIGNATIONS:

5767-77 Leonard A. Joyce, S-102 Conductor, 101/E-109, Public Utilities Commission, San Francisco Municipal Railway, 12/6/76.

May 2, 1977 : Over to the meeting of May 16, 1977.

RESIGNATIONS: (continued)

5767-77 Action: Over to the meeting of June 6, 1977.

5768-77 Joseph Pavone, 2402 Laboratory Helper, 17/E-5, Department of Public Health, Microbiology Laboratory, 4/22/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5769-77 Frederica Mack, 1424 Clerk Typist, 1/E-197, San Francisco Unified School District, Business Manager's Office, 4/15/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5770-77 Don A. Cookston, 6318 Construction Inspector, 18/E-6, Public Utilities Commission, San Francisco Municipal Railway, 4/12/77.

May 2, 1977 : Over to the meeting of May 16, 1977.

Action: Over to the meeting of June 6, 1977.

5771-77 Nina Alexeeff, 1220 Payroll Clerk, 17/E-4, Department of Social Services, 4/27/77.

Action: Over to the meeting of June 6, 1977.

AUTOMATIC RESIGNATIONS:

5772-77 RECONSIDERATION OF COMMISSION ACTION OF MARCH 11, 1977:

Azhar Yazdanie, 1722 Tabulating Machine Operator, 5/E-4, Controller, 2/8/77.

March 11, 1977 : Approve.

Action: 1. Rescind action of March 11, 1977.

2. Disapprove resignation and reinstate to position without back-pay upon clearance by the Civil Service Commission Medical Examiner.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5773-77 Stanley Robson, 7226 Carpenter Foreman, 4/P-5, San Francisco Port Commission, Maintenance, 5/10/77.

Action: Over to the meeting of June 6, 1977

Calendar - Action Taken
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 6, 1977 - 2:00 P.M.

DOCUMENTS

JUN 1 1977

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Excused: Commissioner Salomon
Commissioner Alioto presided.

MINUTES:

Regular Meeting of May 16, 1977.

Action: Approve.

ELECTION OF OFFICERS:

Commissioner Frank Alioto elected President; Commissioner Joseph Tarantino, Vice President, for a term of office expiring May 31, 1978.

CLASSIFICATION AND PAY:

1258-77 Review of two (2) Personal Services Contracts between the Chief Administrative Officer and John Noonan and Leo Jed, Wastewater Project.

Action: Over to the meeting of June 20, 1977.

1399-76 Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV. H.

Action: Adopt Staff Report. Authorize salary adjustments, and forward necessary legislation amending the Salary Ordinance to the Board of Supervisors. Pay adjusted salaries to the respective supervisorial employees retroactive to the date they became eligible for such adjustments.

1421-76 Request to reclassify one position in Class 7334 Stationary Engineer to 7335 Senior Stationary Engineer, San Francisco Unified School District.

Action: Over to the meeting of June 20, 1977.

1120-77 Request by the Board of Education for the reclassification of one vacant position in Class 1853 Control Clerk.

Action: Adopt Staff Report.

I. Reclassify one vacant 1853 Control Clerk position (\$391B469, 850M1020) to 1426 Senior Clerk Typist (\$357B428, 776M931). (This represents a savings of \$89.00 a month, based on the 5th step of each class).

2. Advise the Board of Education to amend its Annual Salary Resolution to reflect this action.

CLASSIFICATION AND PAY: (continued)

- 1148-77 Inquiry of Mr. Mark Noonan, 5247 Associate Sanitary Engineer regarding the assignment of duties to a position in Class 5208 Civil Engineer in the Bureau of Sanitary Engineering, Department of Public Works.

Action: Over to June 20, 1977.

- 1193-77 Staff Report 1399-76 (1/3/77) Request for supervisorial differential adjustments re: Salary Standardization Ordinance, Section IV. H.

January 3, 1977 : Adopt Staff Report. Approve.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: 1. Rescind action of January 3, 1977.

2. Sustain action of January 3, 1977. Deny staff report.
Approve request of Edmund A. Brodie.

ADDENDUM

- 1193-77 Addendum to Report Number 1193-77 - Request for supervisorial differential adjustments re: Salary Standardization Ordinance, Section IV. H.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Sustain action of March 21, 1977.

- 1205-77 Request for approval under Section 1,3 of the Annual Salary Ordinance for overtime compensation for certain employees in the Department of Public Health.

Action: Adopt Staff Report. Approve request.

- 1208-77 Request to amend the specifications for Class 8304 Deputy Sheriff and Class 8306 Senior Deputy Sheriff.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Off Calendar.

- 1214-77 Review of rate of pay for Class Q-35 Assistant Inspector in the San Francisco Police Department.

May 16, 1977 : Off Calendar. To be recalendared at some future date.

Action: Adopt Staff Report.

1. Establish rate of pay for Q-35 Assistant Inspector with 2 years of service in this rank equal to the rate of pay of Class 0380 Inspector.
2. Adopt amended specification for Class Q-35 Assistant Inspector and 0380 Inspector.
3. Amend Salary Ordinance Section 161010 accordingly, effective July 1, 1977.
4. Reflect this action in future Salary Standardization Ordinance accordingly.

CLASSIFICATION AND PAY: (continued)

5. Advise department to submit a supplemental appropriation.
6. Advise department to consider recommending to the Board of Supervisors a Charter Amendment to clarify this matter.

(Vote of 3 to 1: Commissioner Tarantino dissents.)

1233-77 Request to classify three new positions and reclassify three existing positions in the Word Processing Center of the San Francisco Unified School District.

Action: Deny staff report. Off calendar.

1234-77 Classification of two newly budgeted 1487 Financial Aids Assistant positions located at the San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify two newly budgeted 1487 Financial Aids Assistant positions as Class 1487 Financial Aids Assistant (Sal. Sch. 29.2 \$400B480).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1236-77 Request from the Controller for the continuance of Civil Service Commission approval for the use of Electronic Data Processing Special Project Classes.

Action: Adopt Staff Report.

1. Authorize the Director, Systems and Data Processing to continue the use of the following exempt Civil Service classifications through June 30, 1978 (Charter Section 8.300 (a) (5):

1861 System & Procedures Analyst, Special Project
1863 Senior System & Procedures Analyst, Special Project
1865 Systems & Procedures Supervisor, Special Project
1879 Project Manager, Special Project.
2. Any future request for Special Project new employments will be subject to the guidelines detailed in the report.

1238-77 Classification of one part-time budgeted position, San Francisco Unified School District, Sunshine School for the Physically Handicapped.

Action: Adopt Staff Report.

1. Classify one part-time position (30 hours/week) as a 2302 Orderly (Sch. 26.8 \$781M935, 1977-78 Sch. \$809M970).
2. Advise the Board of Education to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY: (continued)

1251-77 Classification of new positions approved in the 1977-78 budget.

Action: Allocate new positions to recommended classes; defer classification action on positions so designated.

1252-77 Survey of various classes in the Storekeeper series located at the San Francisco Unified School District and San Francisco Community College warehouses.

Action: Over to the meeting of June 20, 1977.

1253-77 Request of the Recreation and Park Department for the reclassification of one position in Class 2716 Janitor Sub-Foreman.

Action: Adopt Staff Report.

1. Reallocate one position in Class 2716 Janitor Sub-Foreman (Assistant Custodial Supervisor) (1977-78 Sch. 30.4 \$422B508, 918M1105) to Class 2718 Custodial Supervisor I (1977-78 Sch. 32.4 \$463B557, 1007M1211). This represents an increase of \$106.00 per month based on the maximum salary step of each position.
2. Amend the Annual Salary Ordinance Section 651011 to reflect this action, when the permanent incumbent is not adversely affected.
3. Advise the department to submit a supplemental appropriation request.

1254-77 Renewal of Personal Services Contract between Herbert Beasley, Neighborhood Liaison Specialist and the Recreation and Park Department.

Action: Review Contract; forward to the Purchaser of Supplies.

IN-SERVICE ACTIVITIES:

2185-77 Proposed New Grievance Procedure amending Civil Service Commission Rule 34.

March 11, 1977 : Post for adoption at the meeting of April 4, 1977.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt as amended.

2333-77 Proposed amendment to Civil Service Rule 6, Section 6.06, Procedure for Dismissal of Regular Permanent Employee and Section 6.07, Procedure for Appeal.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

IN-SERVICE ACTIVITIES: (continued)

- 2349-77 Appeal of staff denial of request for appointment above the entrance rate for two employees in Class 5278 Planner II.

Action: Deny Staff Report. Grant request of the Director of Planning to appoint Robin Jones at the 4th step of the compensation schedule for Class 5278 Planner II.

- 2356-77 Appeal of staff denial of request to deem promotive the appointment of Fusako Schooler to a temporary position in Class 2977 Education Integration Specialist from her permanent class of 1804 Statistician.

Action: Adopt Staff Report. Deny Appeal of Fusako Schooler.

- 2362-77 Proposed amendments to Civil Service Commission Rule 32 - Lay-Off.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977. This item to appear first on the agenda.

- 2363-77 Proposed amendments to Civil Service Commission Rule 2.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

- 2364-77 Proposed Charter Amendment amending Section 8.407 (Proposition D - November, 1976 Election).

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt Staff Report. Off Calendar.

- 2382-77 Request for appointment above the entrance rate for employee in Class 2905 Senior Eligibility Worker.

Action: Adopt Staff Report. Approve the permanent appointment of Mildred Fong at Step 3 in the compensation schedule established for Class 2905 Senior Eligibility Worker pending the Controller's certification that funds are available.

- 2405-77 Request for appointment above the entrance rate for employee in Class 1656 Head Accountant.

Action: Adopt Staff Report. Approve the permanent appointment of William Bault at Step 4 in the compensation schedule established for Class 1656 Head Accountant pending the Controller's certification that funds are available.

- 2424-77 Appeal of staff denial of request for leave of absence by an employee in Class 1240 Assistant Personnel Analyst, Civil Service Personnel Department.

Action: Adopt Staff Report. Deny Appeal of Diane Nygaard.

- 2432-77 Resolution of Commendation for Tillie Tognetti, an employee of the San Francisco Unified School District, upon her retirement.

Action: Adopt.

IN-SERVICE ACTIVITIES: (continued)

2433-77 Resolution of Commendation for Agnes Mailey, an employee of the San Francisco Unified School District, upon her retirement.

Action: Adopt.

2436-77 Request for supplemental appropriation, Civil Service Commission, to establish an Examination Validation Unit.

Action: Over to the meeting of July 5, 1977.

2437-77 Request for supplemental appropriation, Civil Service Commission, to conduct a City-Wide Position Classification Study.

Action: Over to the meeting of July 5, 1977.

MISCELLANEOUS:

3018-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1017 - 1022
4238 - 4281
6042 - 6044
8366 - 8443

Action: Approve.

3019-77 Requests from departments to back date requisitions:

TX-60048	9748 Staff Assistant VIII	5/11/77	Controller
F-6090	2615 School Lunchroom Helper	3/30/77	School District
F-6091	2615 School Lunchroom Helper	4/1/77	School District
F-6074	2615 School Lunchroom Helper	3/17/77	School District

Action: Approve as recommended by Committee.

3020-77 Requests from departments to back date oral authorizations:

T-62479 1630 Account Clerk 5/16-5/18/77 Public Health: C.O.

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40079-77 Request for reconsideration of staff denial of appeal filed re: the oral examination for Class 2930(E) Psychiatric Social Worker.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt Staff Report. Deny Appeal of Joan Teter.

40080-77 Request for reconsideration of staff denial of appeal filed re: the oral examination for Class 2932 (E and P) Senior Psychiatric Social Worker.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt Staff Report. Deny Appeal of Janice Peck.

RECRUITMENT AND EXAMINATIONS: (continued)

40092-77 Appeal of Department of Public Health staff denial of protest re: terms of promotive examination announcement for Class 2324 Nursing Supervisor.

Action: Adopt Staff Report. Deny Appeal of Joan Sabastinelli.

40215-77 Q-2 Police Officer's Special Report.

Action: Refer James A. Forbes to medical appeals specialist.

Appeal of Leti Marshall and Curtis Potter over to the meeting of June 20, 1977.

40216-77 Protest on Key Answers. Reconsideration for Personnel Analyst series, 1240 Assistant Personnel Analyst, 1242 Personnel Analyst, 1244 Senior Personnel Analyst.

Action: Item 41: Allow answers 1 and 2; Item 42: Deny appeal;
Item 45: Deny appeal. Adopt key as amended.

40219-77 Appeal of staff denial of protest on Veteran's Preference ineligibility for Classes 2426 Ambulance Driver and 2428 Medical Steward.

Action: Over to the meeting of June 20, 1977.

40220-77 Consideration of Charter Amendment proposal required under terms of consent decree in WACO v Alioto (U.S. District Court, N.D. of California: Case #C-70-1335WTS).

Action: Over to meeting of June 20, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 6, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5774-77 Ola V. Manson, 2322 Head Nurse, 32/P-4, Department of Public Health, San Francisco General Hospital, 5/2/77.

Action: Over to the meeting of June 20, 1977.

5775-77 Shirley Thomas, 2312 Licensed Vocational Nurse, 7/E-54, Department of Public Health, San Francisco General Hospital, 4/25/77.

Action: Over to the meeting of June 20, 1977.

5776-77 Shirley J. Warren, 2110 Medical Records Clerk, 1/E-1 Department of Public Health, San Francisco General Hospital 5/9/77.

Action: Over to the meeting of June 20, 1977.

5777-77 Delous Vick, 8304 Deputy Sheriff, V-50/E-7, Sheriff's Department, Jail Division, 4/26/77

Action: (In Executive Session) Approve. Not to be certified again to the office of the Sheriff.

5778-77 Ricardo Hernandez, 1602 Calculating Machine Operator, 11/E-6, San Francisco Unified School District, Payroll, 4/26/77.

Action: Approve.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5779-77 Eugene Meniffee, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 2/25/77.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of June 6, 1977.

Action: Over to the meeting of July 5, 1977.

5781-77 Ralph Paige, 2714 Janitor, CETA, Public Library, 5/20/77.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

5782-77 Willie L. Taylor, 7302 Audio Visual Technician, CETA, Public Library, 5/25/77.

Action: Approve. Return name to list. Future employment subject to medical clearance by the CSC Medical Examiner.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5783-77 Fred Anthony, 2760 Laundry Worker, CETA, Department of Public Health, Laguna Honda Hospital, 4/26/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager. Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5784-77 Manuel G. Grauto, 4220 Personal Property Auditor, 13/E-7, Assessor's Office, Personal Property, 1/28/77.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of June 6, 1977.

Action: Return name to all lists under waiver of certification. Not to be certified again to the Assessor's Office. These waivers to remain in effect until removed in accordance with CSC Rules.

5785-77 Diana Edwards, 2630 School Lunchroom Cook, 2/E-20, San Francisco Unified School District, Food Services Department, 5/6/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager. Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.

5786-77 Walter Harris, 9163 Transit Operator, 478/E-111, Public Utilities Commission, San Francisco Municipal Railway, 4/11/77.

Action: Over to the meeting of June 20, 1977.

5787-77 Ernest Fong, 1870 Programmer Analyst Trainee, V-4/E-2, Controller's Office, Electronic Data Processing, 5/17/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager. Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Controller's Office.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5788-77 Stanley Robson, 7226 Carpenter Foreman, 4/P-5, San Francisco Port Commission, Maintenance, 5/10/77.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Approve. Reinstate to the position from which promoted: Class 7344 Carpenter, Airports Commission.

RESIGNATIONS:

5789-77 Leonard A. Joyce, S-102 Conductor, 101/E-109, Public Utilities Commission, San Francisco Municipal Railway, 12/6/76.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

5790-77 Cynthia D. Tucker, 1426 Senior Clerk Typist, 23/P-86, Purchasing Department, Accounting and Personnel, 2/4/77.

Action: Over to the meeting of June 20, 1977.

5791-77 Ann Critikos, 1444 Clerk Stenographer, 6/E-270, Department of Social Service, 4/29/77.

Action: Approve. Retains all other eligibility. Not to be certified again to the Department of Social Services.

5792-77 Jung Sook June Eom, 1424 Clerk Typist, 66/E-4, Department of Public Health, Community Mental Health Services, 5/10/77.

Action: Approve.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5793-77 Don A. Cookston, 6318 Construction Inspector, 18/E-6, Public Utilities Commisison, San Francisco Municipal Railway, 4/12/77.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Under submission. Decision to be announced at the meeting of June 20, 1977.

5794-77 Nina Alexeeff, 1220 Payroll Clerk, 17/E-4, Department of Social Services, 4/27/77.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Return name to list. Future employment subject to medical clearance by the CSC Medical Examiner. Not to be certified again to the Department of Social Services.

5795-77 Jean A. Ferrari, 1424 Clerk Typist, 40/E-199 (Rule of Three), Department of City Planning, 5/12/77.

Action: Approve. Not to be certified again to the Department of City Planning. Future employment subject to medical clearance by the CSC Medical Examiner.

Calendar Action Item
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 6, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Tarantino
Excused: Commissioner Salomon
Commissioner Alioto presided.

DOCUMENTS

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PUBLIC LIBRARY

MINUTES:

Regular Meeting of May 16, 1977.

Action: Approve.

ELECTION OF OFFICERS:

Commissioner Frank Alioto elected President; Commissioner Joseph Tarantino, Vice President, for a term of office expiring May 31, 1978.

CLASSIFICATION AND PAY:

1258-77 Review of two (2) Personal Services Contracts between the Chief Administrative Officer and John Noonan and Leo Jed, Wastewater Project.

Action: Over to the meeting of June 20, 1977.

1399-76 Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV. H.

Action: Adopt Staff Report. Authorize salary adjustments, and forward necessary legislation amending the Salary Ordinance to the Board of Supervisors. Pay adjusted salaries to the respective supervisorial employees retroactive to the date they became eligible for such adjustments.

1421-76 Request to reclassify one position in Class 7334 Stationary Engineer to 7335 Senior Stationary Engineer, San Francisco Unified School District.

Action: Over to the meeting of June 20, 1977.

1120-77 Request by the Board of Education for the reclassification of one vacant position in Class 1853 Control Clerk.

Action: Adopt Staff Report.

1. Reclassify one vacant 1853 Control Clerk position (\$391B469, 850M1020) to 1426 Senior Clerk Typist (\$357B428, 776M931). (This represents a savings of \$89.00 a month, based on the 5th step of each class).
2. Advise the Board of Education to amend its Annual Salary Resolution to reflect this action.

CLASSIFICATION AND PAY: (continued)

1148-77 Inquiry of Mr. Mark Noonan, 5247 Associate Sanitary Engineer regarding the assignment of duties to a position in Class 5208 Civil Engineer in the Bureau of Sanitary Engineering, Department of Public Works.

Action: Over to June 20, 1977.

1193-77 Staff Report 1399-76 (1/3/77) Request for supervisorial differential adjustments re: Salary Standardization Ordinance, Section IV. H.

January 3, 1977 : Adopt Staff Report. Approve.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: 1. Rescind action of January 3, 1977.

2. Sustain action of January 3, 1977. Deny staff report.
Approve request of Edmund A. Brodie.

ADDENDUM

1193-77 Addendum to Report Number 1193-77 - Request for supervisorial differential adjustments re: Salary Standardization Ordinance, Section IV. H.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Sustain action of March 21, 1977.

1205-77 Request for approval under Section 1,3 of the Annual Salary Ordinance for overtime compensation for certain employees in the Department of Public Health.

Action: Adopt Staff Report. Approve request.

1208-77 Request to amend the specifications for Class 8304 Deputy Sheriff and Class 8306 Senior Deputy Sheriff.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Off Calendar.

1214-77 Review of rate of pay for Class Q-35 Assistant Inspector in the San Francisco Police Department.

May 16, 1977 : Off Calendar. To be recalendared at some future date.

Action: Adopt Staff Report.

1. Establish rate of pay for Q-35 Assistant Inspector with 2 years of service in this rank equal to the rate of pay of Class 0380 Inspector.
2. Adopt amended specification for Class Q-35 Assistant Inspector and 0380 Inspector.
3. Amend Salary Ordinance Section 161010 accordingly, effective July 1, 1977.
4. Reflect this action in future Salary Standardization Ordinance accordingly.

CLASSIFICATION AND PAY: (continued)

5. Advise department to submit a supplemental appropriation.
6. Advise department to consider recommending to the Board of Supervisors a Charter Amendment to clarify this matter.

(Vote of 3 to 1: Commissioner Tarantino dissents.)

1233-77 Request to classify three new positions and reclassify three existing positions in the Word Processing Center of the San Francisco Unified School District.

Action: Deny staff report. Off calendar.

1234-77 Classification of two newly budgeted 1487 Financial Aids Assistant positions located at the San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify two newly budgeted 1487 Financial Aids Assistant positions as Class 1487 Financial Aids Assistant (Sal. Sch. 29.2 \$400B480).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1236-77 Request from the Controller for the continuance of Civil Service Commission approval for the use of Electronic Data Processing Special Project Classes.

Action: Adopt Staff Report.

1. Authorize the Director, Systems and Data Processing to continue the use of the following exempt Civil Service classifications through June 30, 1978 (Charter Section 8.300 (a) (5):

1861 System & Procedures Analyst, Special Project
1863 Senior System & Procedures Analyst, Special Project
1865 Systems & Procedures Supervisor, Special Project
1879 Project Manager, Special Project.
2. Any future request for Special Project new employments will be subject to the guidelines detailed in the report.

1238-77 Classification of one part-time budgeted position, San Francisco Unified School District, Sunshine School for the Physically Handicapped.

Action: Adopt Staff Report.

1. Classify one part-time position (30 hours/week) as a 2302 Orderly (Sch. 26.8 \$781M935, 1977-78 Sch. \$809M970).
2. Advise the Board of Education to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY: (continued)

1251-77 Classification of new positions approved in the 1977-78 budget.

Action: Allocate new positions to recommended classes; defer classification action on positions so designated.

1252-77 Survey of various classes in the Storekeeper series located at the San Francisco Unified School District and San Francisco Community College warehouses.

Action: Over to the meeting of June 20, 1977.

1253-77 Request of the Recreation and Park Department for the reclassification of one position in Class 2716 Janitor Sub-Foreman.

Action: Adopt Staff Report.

1. Reallocate one position in Class 2716 Janitor Sub-Foreman (Assistant Custodial Supervisor) (1977-78 Sch. 30.4 \$422B508, 918M1105) to Class 2718 Custodial Supervisor 1 (1977-78 Sch. 32.4 \$463B557, 1007M1211). This represents an increase of \$106.00 per month based on the maximum salary step of each position.
2. Amend the Annual Salary Ordinance Section 651011 to reflect this action, when the permanent incumbent is not adversely affected.
3. Advise the department to submit a supplemental appropriation request.

1254-77 Renewal of Personal Services Contract between Herbert Beasley, Neighborhood Liaison Specialist and the Recreation and Park Department.

Action: Review Contract; forward to the Purchaser of Supplies.

IN-SERVICE ACTIVITIES:

2185-77 Proposed New Grievance Procedure amending Civil Service Commission Rule 34.

March 11, 1977 : Post for adoption at the meeting of April 4, 1977.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt as amended.

2333-77 Proposed amendment to Civil Service Rule 6, Section 6.06, Procedure for Dismissal of Regular Permanent Employee and Section 6.07, Procedure for Appeal.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

IN-SERVICE ACTIVITIES: (continued)

2349-77 Appeal of staff denial of request for appointment above the entrance rate for two employees in Class 5278 Planner II.

Action: Deny Staff Report. Grant request of the Director of Planning to appoint Robin Jones at the 4th step of the compensation schedule for Class 5278 Planner II.

2356-77 Appeal of staff denial of request to deem promotive the appointment of Fusako Schooler to a temporary position in Class 2977 Education Integration Specialist from her permanent class of 1804 Statistician.

Action: Adopt Staff Report. Deny Appeal of Fusako Schooler.

2362-77 Proposed amendments to Civil Service Commission Rule 32 - Lay-Off.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977. This item to appear first on the agenda.

2363-77 Proposed amendments to Civil Service Commission Rule 2.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

2364-77 Proposed Charter Amendment amending Section 8.407 (Proposition D - November, 1976 Election).

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt Staff Report. Off Calendar.

2382-77 Request for appointment above the entrance rate for employee in Class 2905 Senior Eligibility Worker.

Action: Adopt Staff Report. Approve the permanent appointment of Mildred Fong at Step 3 in the compensation schedule established for Class 2905 Senior Eligibility Worker pending the Controller's certification that funds are available.

2405-77 Request for appointment above the entrance rate for employee in Class 1656 Head Accountant.

Action: Adopt Staff Report. Approve the permanent appointment of William Bault at Step 4 in the compensation schedule established for Class 1656 Head Accountant pending the Controller's certification that funds are available.

2424-77 Appeal of staff denial of request for leave of absence by an employee in Class 1240 Assistant Personnel Analyst, Civil Service Personnel Department.

Action: Adopt Staff Report. Deny Appeal of Diane Nygaard.

2432-77 Resolution of Commendation for Tillie Tognetti, an employee of the San Francisco Unified School District, upon her retirement.

Action: Adopt.

IN-SERVICE ACTIVITIES: (continued)

2433-77 Resolution of Commendation for Agnes Mailey, an employee of the San Francisco Unified School District, upon her retirement.

Action: Adopt.

2436-77 Request for supplemental appropriation, Civil Service Commission, to establish an Examination Validation Unit.

Action: Over to the meeting of July 5, 1977.

2437-77 Request for supplemental appropriation, Civil Service Commission, to conduct a City-Wide Position Classification Study.

Action: Over to the meeting of July 5, 1977.

MISCELLANEOUS:

3018-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1017 - 1022
4238 - 4281
6042 - 6044
8366 - 8443

Action: Approve.

3019-77 Requests from departments to back date requisitions:

TX-60048	9748 Staff Assistant VIII	5/11/77	Controller
F-6090	2615 School Lunchroom Helper	3/30/77	School District
F-6091	2615 School Lunchroom Helper	4/1/77	School District
F-6074	2615 School Lunchroom Helper	3/17/77	School District

Action: Approve as recommended by Committee.

3020-77 Requests from departments to back date oral authorizations:

T-62479 1630 Account Clerk 5/16-5/18/77 Public Health: C.O.

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40079-77 Request for reconsideration of staff denial of appeal filed re: the oral examination for Class 2930(E) Psychiatric Social Worker.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt Staff Report. Deny Appeal of Joan Teter.

40080-77 Request for reconsideration of staff denial of appeal filed re: the oral examination for Class 2932 (E and P) Senior Psychiatric Social Worker.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Adopt Staff Report. Deny Appeal of Janice Peck.

RECRUITMENT AND EXAMINATIONS: (continued)

40092-77 Appeal of Department of Public Health staff denial of protest re: terms of promotive examination announcement for Class 2324 Nursing Supervisor.

Action: Adopt Staff Report. Deny Appeal of Joan Sabastinelli.

40215-77 Q-2 Police Officer's Special Report.

Action: Refer James A. Forbes to medical appeals specialist.

Appeal of Leti Marshall and Curtis Potter over to the meeting of June 20, 1977.

40216-77 Protest on Key Answers. Reconsideration for Personnel Analyst series, 1240 Assistant Personnel Analyst, 1242 Personnel Analyst, 1244 Senior Personnel Analyst.

Action: Item 41: Allow answers 1 and 2; Item 42: Deny appeal; Item 45: Deny appeal. Adopt key as amended.

40219-77 Appeal of staff denial of protest on Veteran's Preference ineligibility for Classes 2426 Ambulance Driver and 2428 Medical Steward.

Action: Over to the meeting of June 20, 1977.

40220-77 Consideration of Charter Amendment proposal required under terms of consent decree in WACO v Alioto (U.S. District Court, N.D. of California: Case #C-70-1335WTS).

Action: Over to meeting of June 20, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 6, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5774-77 Ola V. Manson, 2322 Head Nurse, 32/P-4, Department of Public Health, San Francisco General Hospital, 5/2/77.

Action: Over to the meeting of June 20, 1977.

5775-77 Shirley Thomas, 2312 Licensed Vocational Nurse, 7/E-54, Department of Public Health, San Francisco General Hospital, 4/25/77.

Action: Over to the meeting of June 20, 1977.

5776-77 Shirley J. Warren, 2110 Medical Records Clerk, 1/E-1 Department of Public Health, San Francisco General Hospital 5/9/77.

Action: Over to the meeting of June 20, 1977.

5777-77 Delous Vick, 8304 Deputy Sheriff, V-50/E-7, Sheriff's Department, Jail Division, 4/26/77

Action: (In Executive Session) Approve. Not to be certified again to the office of the Sheriff.

5778-77 Ricardo Hernandez, 1602 Calculating Machine Operator, 11/E-6, San Francisco Unified School District, Payroll, 4/26/77.

Action: Approve.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5779-77 Eugene Meniffee, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 2/25/77.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of June 6, 1977.

Action: Over to the meeting of July 5, 1977.

5781-77 Ralph Paige, 2714 Janitor, CETA, Public Library, 5/20/77.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

5782-77 Willie L. Taylor, 7302 Audio Visual Technician, CETA, Public Library, 5/25/77.

Action: Approve. Return name to list. Future employment subject to medical clearance by the CSC Medical Examiner.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5783-77 Fred Anthony, 2760 Laundry Worker, CETA, Department of Public Health, Laguna Honda Hospital, 4/26/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager. Personnel after satisfactory completion of 12 month's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5784-77 Manuel G. Grauto, 4220 Personal Property Auditor, 13/E-7, Assessor's Office, Personal Property, 1/28/77.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of June 6, 1977.

Action: Return name to all lists under waiver of certification. Not to be certified again to the Assessor's Office. These waivers to remain in effect until removed in accordance with CSC Rules.

5785-77 Diana Edwards, 2630 School Lunchroom Cook, 2/E-20, San Francisco Unified School District, Food Services Department, 5/6/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager. Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.

5786-77 Walter Harris, 9163 Transit Operator, 478/E-111, Public Utilities Commission, San Francisco Municipal Railway, 4/11/77.

Action: Over to the meeting of June 20, 1977.

5787-77 Ernest Fong, 1870 Programmer Analyst Trainee, V-4/E-2, Controller's Office, Electronic Data Processing, 5/17/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager. Personnel after satisfactory completion of 12 months' work experience outside the City and County service. Not to be certified again to the Controller's Office.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5788-77 Stanley Robson, 7226 Carpenter Foreman, 4/P-5, San Francisco Port Commission, Maintenance, 5/10/77.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Approve. Reinstate to the position from which promoted: Class 7344 Carpenter, Airports Commission.

RESIGNATIONS:

5789-77 Leonard A. Joyce, S-102 Conductor, 101/E-109, Public Utilities Commission, San Francisco Municipal Railway, 12/6/76.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

5790-77 Cynthia D. Tucker, 1426 Senior Clerk Typist, 23/P-86, Purchasing Department, Accounting and Personnel, 2/4/77.

Action: Over to the meeting of June 20, 1977.

5791-77 Ann Critikos, 1444 Clerk Stenographer, 6/E-270, Department of Social Service, 4/29/77.

Action: Approve. Retains all other eligibility. Not to be certified again to the Department of Social Services.

5792-77 Jung Sook June Eom, 1424 Clerk Typist, 66/E-4, Department of Public Health, Community Mental Health Services, 5/10/77.

Action: Approve.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5793-77 Don A. Cookston, 6318 Construction Inspector, 18/E-6, Public Utilities Commisison, San Francisco Municipal Railway, 4/12/77.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Under submission. Decision to be announced at the meeting of June 20, 1977.

5794-77 Nina Alexeeff, 1220 Payroll Clerk, 17/E-4, Department of Social Services, 4/27/77.

May 16, 1977 : Over to the meeting of June 6, 1977.

Action: Return name to list. Future employment subject to medical clearance by the CSC Medical Examiner. Not to be certified again to the Department of Social Services.

5795-77 Jean A. Ferrari, 1424 Clerk Typist, 40/E-199 (Rule of Three), Department of City Planning, 5/12/77.

Action: Approve. Not to be certified again to the Department of City Planning. Future employment subject to medical clearance by the CSC Medical Examiner.

AUTOMATIC RESIGNATIONS:

5796-77 Frances Hughes, 1424 Clerk Typist, 257/E-181, Department of Social Services, Central Index, 4/6/77.

May 2, 1977: Over to the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

AUTOMATIC RESIGNATIONS:

5796-77 Frances Hughes, 1424 Clerk Typist, 257/E-181, Department of Social Services, Central Index, 4/6/77.

May 2, 1977: Over to the meeting of June 6, 1977.

Action: Over to the meeting of June 20, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 20, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Chow
Commissioner Powell

Excused: Commissioner Salomon
Commissioner Alioto presided.

MINUTES:

Regular meeting of June 6, 1977.

Action: Approve.

IN-SERVICE ACTIVITIES

2362-77 Proposed amendments to Civil Service Commission Rule 32 - Lay-Off.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Adopt proposed change to Civil Service Commission Rule 32.
(Vote of 3 to 1; Commissioner Powell dissents).

2285-77 Appeal of the decision of the General Manager of Public Utilities in placing an employee on sick leave.

Action: Over to the meeting of July 5, 1977.

2325-77 Appeal of Medical Rejection from William T. Beirne on behalf of Fred J. Curley in Class Q2 Police Officer.

May 2, 1977 : Over to the meeting of June 20, 1977.

Action: Adopt Staff Report. Refer to medical appeals specialist at own expense.

2333-77 Proposed amendment to Civil Service Rule 6, Section 6.06, Procedure for Dismissal of Regular Permanent Employee and Section 6.07, Procedure for Appeal.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Over to the next meeting.

2363-77 Proposed amendments to Civil Service Commission Rule 2.

May 16, 1977 : Post for adoption at the meeting of June 6, 1977.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Adopt proposed amendments to Civil Service Commission Rule 2 as amended.

2392-77 Appeal of Staff interpretation of the provisions of Civil Service Commission Rule 23.07 (d) - Bonus Sick Leave Credits.

Action: Adopt Staff Report. Deny appeal of Mr. Albert A. Leroux.

IN-SERVICE ACTIVITIES (continued)

2411-77 Request for appointment above the entrance rate for employee in Class 4378 Cash Management and Investment Officer.

Action: Adopt Staff Report. Approve the permanent appointment of Gerald P. Richardson at Step 3 in the compensation schedule established for Class 4378 Cash Management and Investment Officer pending the Controller's Certification that funds are available.

2458-77 Appeal of medical rejection from Emile Russell Jr. for Class 8215 Traffic Control Officer.

Action: Sustain medical rejection and retain Mr. Russell's name in a rejected status until medically cleared by the Civil Service Commission Medical Examiner after he has submitted the documentation required in the staff report.

2460-77 Appeal of the decision of the Director of Airports in placing an employee on sick leave.

Action: Sustain decision of the Director of Airports. Thomas Crabtree to remain on sick leave until medically cleared by the Civil Service Commission Medical Examiner after the Medical Examiner has reviewed and approved the evaluation and recommendation of a recognized psychiatrist.

2466-77 Designated Bilingual Positions for Fiscal Year 1977-78.

Action: Adopt Staff Report. Approve Bilingual Positions.

CLASSIFICATION AND PAY:

1399-76 Request for supervisorial differential adjustments re Salary Standardization Ordinance, Section IV.H.

Action: Adopt Staff Report as amended. (To be effective on the date qualified for adjustment and not retroactive to July 1).

1421-76 Request to reclassify one position in Class 7334 Stationary Engineer to 7335 Senior Stationary Engineer, San Francisco Unified School District.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Adopt Staff Report. Reclassify one position in Class 7334 Stationary Engineer (Sch. 38.4 \$611B738, 1329M1605) to 7335 Senior Stationary Engineer (Sch. 40.9 \$688B830, 1496M1805); Advise the School District to amend its Salary Resolution accordingly.

1556-76 Request of the office of the City Attorney for an amendment to the Annual Salary Ordinance in order to include 5 existing positions funded by inter-departmental work order.

Action: Adopt Staff Report. Amend Annual Salary Ordinance Section 117080 City Attorney, to reflect the enumeration of 5 positions in the following classes:

- 1 - 8182 Head Attorney, Civil & Criminal (\$1152B1394, 2506M3032)
- 1 - 1426 Sr. Clerk Typist (\$348B416, 757M905)
- 1 - B160 Law Clerk (\$534B644, 1161M1401)
- 1 - 1458 Legal Stenographer (\$381B455, 829M990)
- 1 - 1460 Sr. Legal Stenographer (\$416B500, 905M1088)

CLASSIFICATION AND PAY: (continued)

- 1127-77 Request to reclassify one position located at the San Francisco International Airport in Class 5346 Mechanical Engineering Associate I to Class 5366 Engineering Associate II.

Action: Reclassify one position in Class 5346 Mechanical Engineering Associate I (1977-78 Sch. 35 \$521B628, 1133M1366) to 5366 Engineering Associate II (1977-78 Sch. 36 \$546B658, 1188M1431); Amend Annual Salary Ordinance Section 725080 to reflect this change when the permanent incumbent is not adversely affected.

- 1148-77 Inquiry of Mr. Mark Noonan, 5247 Associate Sanitary Engineer regarding the assignment of duties to a position in Class 5208 Civil Engineer in the Bureau of Sanitary Engineering, Department of Public Works.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Adopt Staff Report. Deny request of Mr. Mark Noonan. There is no evidence of violation of the Civil Service Classification Plan. The position in Class 5208 Civil Engineer, Bureau of Sanitary Engineering, Department of Public Works, will be subject to classification review when it becomes vacant.

- 1162-77 Amendment to the specification for Class 3516 Aquatic Collector.

Action: Adopt Staff Report. Amend the class specification for Class 3516 Aquatic Collector.

- 1188-77 Request to classify one new position in Class 6242 Plumbing Inspector for the Community Development Rehabilitation Assistance Program of the Department of Public Works, Bureau of Building Inspection.

Action: Adopt Staff Report.

1. Allocate one new position in Class 6242 Plumbing Inspector (7-1-77 Sch. 44.6 \$818B989; 1779M2151) in the Department of Public Works, Bureau of Building Inspection.

2. Amend the Annual Salary Ordinance Section 415099 (Federally Funded Positions) to reflect this action.

- 1193-77 Reconsideration of Civil Service Commission action of June 6, 1977 - Staff Report 1399-76 (1/3/77) Request for supervisorial differential adjustments re: Salary Standardization Ordinance. Section IV. H.

January 3, 1977 : Adopt Staff Report. Approve.

May 16, 1977 : Over to the meeting of June 6, 1977.

June 6, 1977 : 1. Rescind action of January 3, 1977.
2. Sustain action of January 3, 1977. Deny Staff report. Approve request of Edmund A. Brodie.

Action: Over to the meeting of August 1, 1977.

ADDENDUM

- 1193-77 Reconsideration of Civil Service Commission action of June 6, 1977 - Addendum to Report Number 1193-77 - Request for supervisorial differential adjustments re: Salary Standardization Ordinance, Section IV. H.

May 16, 1977 : Over to the meeting of June 6, 1977.

June 6, 1977 : Sustain action of March 21, 1977.

Action: Over to the meeting of August 1, 1977.

- 1233-77 Reconsideration of Civil Service Commission action of June 6, 1977 - Request to classify three new positions and reclassify three existing positions in the Word Processing Center of the San Francisco Unified School District.

June 6, 1977 : Deny staff report. Off calendar.

Action: Adopt Staff Report.

1. Allocate two new positions to Class 1430 Transcriber Typist (1977-78 Sch. 26.2 \$759M909) and one new position to Class 1432 Senior Transcriber Typist (1977-78 Sch. 28.2 \$833M996).

CLASSIFICATION AND PAY: (continued)

2. Reclassify one vacant position in Class 1424 Clerk Typist (1977-78 Sch. 24.7 \$709M850) and one vacant position in Class 1426 Senior Clerk Typist (1977-78 Sch. 26.7 \$776M931) to Class 1430 Transcriber Typist (1977-78 Sch. 26.2 \$759M909).
3. Reclassify one position in Class 1446 Senior Clerk Stenographer (1977-78 Sch. 28.3 \$835M1001 to Class 1408 Principal Clerk (1977-78 Sch. 31.8 \$977M1177) when it will not adversely affect the permanent incumbent.
4. Amend the Class Specifications for Class 1430 Transcriber Typist and Class 1432 Senior Transcriber Typist to include the use of automatic typewriters.
5. Advise the School District to amend its Annual Salary Resolution.

1252-77 Survey of various classes in the Storekeeper series located at the San Francisco Unified School District and San Francisco Community College warehouses.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Adopt Staff Report. Consolidate classes and adopt related recommendations.

1257-77 Request for appointment above the entrance rate for employee in Class 2230 Physician Specialist.

Action: Adopt Staff Report. Approve the temporary appointment of Cerella Lucas, M.D., at Step 3 in the Compensation schedule established for Class 2230 Physician Specialist pending the Controller's certification that funds are available.

1258-77 Review of two Personal Services Contracts between the Chief Administrative Officer and Mr. Leo Jed and Mr. John Noonan, Wastewater Management.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Review Contracts; forward to the Purchaser of Supplies.

1261-77 Request for approval under Section 1.3 of the Annual Salary Ordinance for Holiday Compensation for certain employees in Juvenile Court.

Action: Adopt Staff Report.

1263-77 Request for approval under Section 1.3 of the Annual Salary Ordinance for paid overtime for four employees in executive, professional or administrative classes ("Z") for overtime hours worked during the period March 31/76 to May 9, 1976 (City Employees Strike).

Action: Adopt Staff Report. Approve request.

1270-77 Appeal of Staff's denial of Request for Supervisory Differential under the provisions of Section IV. H, Salary Standardization Ordinance, for Rodney J. Bartholomew, 9180 Transportation Division Superintendent.

Action: Adopt Staff Report. Deny Appeal.

1271-77 Reclassification of two positions in Class 1723 Tabulating Machine Operator-Remington Rand, Public Utilities Commission, Computer Center.

Action: Adopt Staff Report.

CLASSIFICATION AND PAY: (continued)

1. Reclassify one position in Class 1723 Tabulating Machine Operator-Remington Rand (Sch. 28.7 \$391B469, 850M1020) to Class 1853 Control Clerk, EDP (Sch. 28.7 \$391B469, 850M1020). (This reclassification results in no change in costs).
2. Reclassify one position in Class 1723 Tabulating Machine Operator-Remington Rand (Sch. 28.7 \$391B469, 850M1020) to Class 1870 Programmer Analyst Trainee (Sch. 34.9 \$519B625, 1129M1359). (This represents an increase of \$339 a month, based on the 5th Step of each class). This cost will be off set by savings recommended in later phases of the survey.
3. Amend the Annual Salary Ordinance Section 706010 to reflect this action.
4. Abolish Class 1723 Tabulating Machine Operator-Remington Rand.

1273-77 Request for Supervisorial Differential under the provisions of Section IV (H), Salary Standardization Ordinance.

Action: Over to the meeting of July 5, 1977.

1275-77 Classification of five new 2426 Radiologic Technologist II Positions (NP 76-77 Budget) Department of Public Health, San Francisco General Hospital.

Action: Adopt Staff Report.

1. Allocate five newly budgeted positions (NP 76-77) to Classification 2426 Radiologic Technologist II, Department of Public Health, San Francisco General Hospital.
2. Amend Section 557010 of the Annual Salary Ordinance accordingly (Remove SC Symbol).

1276-77 Establishment of a new uniform rank in the San Francisco Fire Department.

Action: Adopt Staff Report.

1. Establish a new class for a new position approved in the 1977-78 Budget of the San Francisco Fire Department, H-18 Coordinator of Community Services, Salary Rate \$1786M1786.
2. Recommend that this new rank be exempt from the Civil Service Examination Provisions of the Charter Pursuant to Sections 3.540 and 3.542.
3. Amend Annual Salary Ordinance Section 145010 to reflect this action.
4. Advise Department to submit a Supplemental Appropriation.

1278-77 Classification of one new position titled Confidential Secretary & Executive Assistant to Public Defender (1977-78 Budget).

Action: Adopt Staff Report.

1. Establish new Class 1512 Confidential Secretary & Executive Assistant to Public Defender (Sch. 39 J,Z \$628B758, 1366M1649) for a new position approved in the 1977-78 Budget.
2. Abolish Class 1510 Confidential Secretary to Public Defender.

CLASSIFICATION AND PAY: (continued)

3. Continue Exempt status of new class based on Charter Section 3.406 (b).
4. Amend Annual Salary Ordinance Section 165010 accordingly.

1279-77 Classification of three new positions budgeted as 4143 Principal Right-Of-Way Agent in the Real Estate Department.

Action: Adopt Staff Report.

1. Establish the new classification of 4143 Principal Right-of-Way Agent (J,Z \$908B1099).
2. Allocate 3 positions to the new classification of Principal Right-of-Way Agent and amend the Annual Salary Ordinance to delete the symbol SC.
3. Grant status in the new class to the current incumbents of these positions identified in this report.
4. Grant status rights to the remaining employees in class of Sr. Right-of-Way Agent to future vacancies in the new class.

1285-77 Status of James McCoy, Class 9310 Switchman, Port of San Francisco (Hourly rate of \$5.535).

Action: Adopt Staff Report. Authorize a grant of status for Mr. McCoy to Class 7514 General Laborer (Salary Sch. 34.2, \$503-605 BW, hourly rate of \$6.09-7.56).

1293-77 Temporary suspension of provisions of Section 1.3 of the 1976-77 Annual Salary Ordinance to provide for overtime compensation for three employees in classifications designated by the "Z" symbol in the Office of the Tax Collector.

Action: Adopt Staff Report. Approve request to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in Classes 1650 Accountant and 1652 Senior Accountant in the Office of the Tax Collector for the period June 15 through June 30, 1977.

MISCELLANEOUS:

3021-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1023
4282 - 4294
6045 - 6048
8444 - 8497

Action: Approve.

3022-77 Requests from departments to back date requisitions:

T60440 9998 Staff Aide 5/11/77 Mayor's Office

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40088-77 Special report regarding Leonardo T. Suguitan.

Action: Cancel all eligibility, examination and employment status. No. future examinations or employment without permission of the General Manager, Personnel.

40215-77 Q-2 Police Officer's Special Report.

June 6, 1977 Refer James A. Forbes to medical appeals specialist. Appeal of Leti Marshall and Curtis Potter over to the meeting of June 20, 1977.

Action: 1. Find Curtis Potter qualified as to residency (Vote of 3 to 1: Commissioner Tarantino dissents).
2. The matter of Leti Marshall over to the meeting of July 5, 1977.

40219-77 Appeal of staff's denial of protest on Veteran's Preference ineligibility for Class 2426 Ambulance Driver and 2428 Medical Steward.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Off Calendar.

40220-77 Consideration of Charter Amendment proposal required under terms of consent decree in WACO v Alioto (U.S. District Court, N.D. of California: Case #C-70-1335WTS).

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Over to the meeting of July 5, 1977.

40225-77 Cancellation of Promotive Examination Announcement for Class 1827 Assistant Management Analyst.

Action: Cancel current examination announcement for Class 1827, Assistant Management Analyst.

40226-77 Appeal of staff's denial of eligibility for the promotive examination for Class 1652, Senior Accountant.

Action: Grant requests of Ely Aldana and Theodore Wong. Find qualified to participate in the current examination only for Class 1652, Senior Accountant for purposes of certification to the position - consider the protestant (s) to have been permanently appointed to Class 1650 Accountant as of the official beginning date.

40229-77 Appeal of an unsatisfactory rating given to Laurelle Perry on background investigation for 8214 Parking Controlman and 8215 Traffic Control Officer.

Action: Over to the meeting of July 5, 1977.

40330-77 Amendment of former Rule 4, Section 2.2 and inclusion in Current Rule 9.20 of the Civil Service Commission.

Action: Post for adoption as amended at the meeting of July 18, 1977.

RECRUITMENT AND EXAMINATIONS: (continued)

40331-77 Protest of Eligible List E-5 for Class 2528 Medical Steward.

Action: Grant request of Mr. Scott Keller as detailed in the staff report.

40333-77 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for fiscal year 1977-78.

Action: Numerical listing of third alternatives for breaking tie scores, exclusive of uniformed services, for fiscal year 1977-78: (#1:0), (#2:9), (#3:2), (#4:4), (#5:5), (#6:8), (#7:7), (#8:1), (#9:3), (#10:6).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 20, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5797-77 Mary G. Baker, 2312 Licensed Vocational Nurse, 12/E-63, Department of Public Health, San Francisco General Hospital, 4/25/77.

May 16, 1977: Off Calendar. To be recalendared for review upon receipt of medical documentation.

Action: Approve. Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.

5798-77 Ola V. Manson, 2322 Head Nurse, 32/P-4, Department of Public Health, San Francisco General Hospital, 5/2/77.

June 6, 1977: Over to the meeting of June 20, 1977.

Action: Over to the meeting of July 5, 1977.

5799-77 Shirley Thomas, 2312 Licensed Vocational Nurse, 7/E-54, Department of Public Health, San Francisco General Hospital, 4/25/77.

June 6, 1977: Over to the meeting of June 20, 1977.

Action: Over to the meeting of July 5, 1977.

5800-77 Shirley J. Warren, 2110 Medical Records Clerk, 1/E-1, Department of Public Health, San Francisco General Hospital, 5/9/77.

June 6, 1977: Over to the meeting of June 20, 1977.

Action: In Executive Session: Return name to list.

5801-77 Geraldine Boudreaux, 1424 Clerk Typist, 388/E-181, Commission on the Aging, 5/24/77.

Action: Over to the meeting of July 5, 1977.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5802-77 Ralph A. Crane, 7426 Elevator Operator, CETA, Public Library, 6/8/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of twelve months' work experience outside the City and County service. Not to be certified again to the Public Library.

5803-77 Raymond Coats, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/22/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of twelve months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5804-77 Bonita Merrick, 1424 Clerk Typist, CETA, San Francisco Community College District, CC Centers Division, 6/14/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of twelve months' work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5805-77 Walter Harris, 9163 Transit Operator, 478/E-111, Public Utilities Commission, San Francisco Municipal Railway, 4/11/77.

June 6, 1977: Over to the meeting of June 20, 1977.

Action: Return name to list under waiver of appointment. This waiver to remain in effect until eligible to receive School Pupil Activity Bus Certificate (SPAB) as required for the position.

5806-77 George E. Grant, 9126 Transit Traffic Checker, 44/E-1, Public Utilities Commission, San Francisco Municipal Railway, 5/31/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of twelve months' work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5807-77 Robert J. Badella, 1424 Clerk Typist, 125/E-195, Department of Social Services, Central Index, 6/2/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three years' work experience outside the City and County service. Not to be certified again to the Department of Social Services.

RESIGNATIONS:

5808-77 Cynthia D. Tucker, 1426 Senior Clerk Typist, 23/P-86, Purchasing Department, Accounting and Personnel, 2/4/77.

June 6, 1977: Over to the meeting of June 20, 1977.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

5809-77 Leonard A. Joyce, S102 Conductor, 101/E-109, Public Utilities Commission, San Francisco Municipal Railway, 12/6/76.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Approve. Not to be certified again to the Public Utilities Commission.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5810-77 Don A. Cookston, 6318 Construction Inspector, 18/E-6, Public Utilities Commission, San Francisco Municipal Railway, 4/12/77.

May 2, 1977 : Over to the meeting of May 16, 1977.

May 16, 1977 : Over to the meeting of June 6, 1977.

June 6, 1977 : Under submission. Decision to be announced at the meeting of June 20, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three years work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

5811-77 Pamela A. Davis, 3595 School Aide I, 470/E-1, San Francisco Unified School District, Paraprofessional Office, 5/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of twelve months' work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.

5812-77 Robert Rutherford, 7530 Street Cleaner, 14/E-9, Department of Public Works, Street Cleaning, 5/16/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of twelve months' work experience outside the City and County service. Not to be certified again to the Department of Public Works.

AUTOMATIC RESIGNATIONS:

5813-77 Frances Hughes, 1424 Clerk Typist, 257/E-181, Department of Social Services, Central Index, 4/6/77.

May 2, 1977 : Over to the meeting of June 6, 1977.

June 6, 1977 : Over to the meeting of June 20, 1977.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner. Not to be certified again to Department of Social Services.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 5, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Chow
Commissioner Powell
Commissioner Salomon
Commissioner Alioto presided.

DOCUMENTS

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MINUTES:

Regular meeting of June 20, 1977.

CLASSIFICATION AND PAY:

1243-77 Amendment to Salary Standardization Ordinance 357-76 - Municipal Railway Operators' Trust Fund contribution amount.

Action: Adopt Staff Report. Forward to Board of Supervisors for Amendment of Ordinance.

1273-77 Request for Supervisorial Differential under the provisions of Section IV.(H), Salary Standardization Ordinance.

June 20, 1977 : Over to the meeting of July 5, 1977.

Action: Off calendar pending receipt of City Attorney's opinion.

1292-77 Review of Personal Services Contracts between Shelley Lobell and Monique Harper and the Department of Public Health (Renewal).

Action: Adopt Staff Report. Contracts reviewed; forward to the Purchaser of Supplies.

1303-77 Request to alter the normal work week schedule for Class 7454 Signalman, Department of Public Works.

Action: Adopt Staff Report. Approve request of the Director of Public Works to establish rotating shifts of more than five consecutive days for seven employees of Class 7454 Signalman.

1304-77 Appeal of Staff decision regarding determination of salary steps for several employees in the Model Cities Agency.

Action: Over to the meeting of July 18, 1977.

1311-77 Survey of one vacant position in Class 1446 Senior Clerk Stenographer in the office of the Board of Supervisors.

Action: Adopt Staff Report.

1. Reallocate one vacant position in Class 1446 Senior Clerk Stenographer (Sch. 28.3 \$384B460, 835M1001) in the office of the Board of Supervisors to Class 1220 Payroll Clerk (Sch. 26.6 \$356B426, 774M927). (This represents a savings of \$74 per month, based on the 5th Step of each class.)
2. Amend Annual Salary Ordinance Section 181010 to reflect this action.

CLASSIFICATION AND PAY: (continued)

1312-77 Survey of one position in Class 1728 Tabulating Division Supervisor: Controller's EDP.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1728 Tabulating Division Supervisor (Sch. 40.4 \$671B810, 1459M1762) to Class 1864 Senior Systems and Procedures Analyst (Sch. 41.0 (\$691B834, 1503M1814). (This reclassification represents a cost increase of \$52 a month, based on the 5th Step of class).
2. Amend Annual Salary Ordinance Section 124010 when the permanent incumbent is not adversely affected.

1313-77 Classification of one new position budgeted as "A101 Director of Institutions" in the Juvenile Court.

Action: Adopt Staff Report.

1. Establish the new class of 8344 Director of Institutions, Juvenile Court (J,Z \$891B1078) Sch. 46.4.
2. Allocate one position to the new class and amend the Annual Salary Ordinance accordingly.
3. Grant status in the new class to Robert L. Foote.
4. Revise class specification for 8330 Director, Boys Ranch School to reflect organizational changes.

IN-SERVICE ACTIVITIES:

2285-77 Appeal of the decision of the General Manager of Public Utilities in placing Michael Dobosh, S104 Motorman, on sick leave.

June 20, 1977 : Over to the meeting of July 5, 1977.

Action: Over to the meeting of August 1, 1977.

2392-77 Appeal of Staff interpretation of the provisions of Civil Service Commission Rule 23.07(d) - Bonus Sick Leave Credits.

June 20, 1977 : Deny appeal of Mr. Albert A. Leroux.

Action: Refer to Staff for further discussion.

2416-77 Request for appointment above the entrance rate for employee in Class 5277 Planner I.

Action: Adopt Staff Report. Approve the permanent appointment of Edward A. Green at Step 4 in the compensation schedule established for Class 5277 Planner I pending the Controller's certification that funds are available.

2436-77 Request for Supplemental Appropriation, Civil Service Commission, to establish an Examination Validation Unit.

June 6, 1977 : Over to the meeting of July 5, 1977.

Action: Over to the meeting of August 1, 1977.

IN-SERVICE ACTIVITIES: (continued)

- 2437-77 Request for Supplemental Appropriation, Civil Service Commission, to conduct a City-Wide Position Classification Study.

June 6, 1977 : Over to the meeting of July 5, 1977.

Action: Over to the meeting of August 1, 1977.

- 2464-77 Request for appointment above the entrance rate for employee in Class 5212 Principal Civil Engineer.

Action: Adopt Staff Report. Approve the permanent appointment of David H. Matlock at Step 4 in the compensation schedule established for Class 5212 Principal Civil Engineer pending the Controller's certification that funds are available.

- 2473-77 Request to abolish eligible lists in accordance with Charter Section 8.330.

- . Action: Adopt Staff Report. Abolish the following eligible lists in accordance with Charter Section 8.330.

1. List E-2, Class 5292 Planner III (Zoning)
2. List P-2, Class 5292 Planner III (Zoning)
3. List E-1, Class 5294 Planner IV (Zoning)
4. List E-1, Class 5412 Planning Coordinator

- 2504-77 Proposed Amendment to Civil Service Commission Rule 5, adding Section 5.15: Requirement to Vote.

Action: Adopt Staff Report. Post for adoption at the meeting of July 18, 1977.

MISCELLANEOUS:

- 3021-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	1024 - 1031	6049 - 6053	8800 - 9092
	1050 - 1053	6200 - 6221	
	4295 - 4313	8498 - 8534	
	4500 - 4635	8600 - 8664	

Action: Approve.

- 3022-77 Requests from department to backdate requisition:

T-62448 1424 Clerk Typist 6/14/77 Department of Public Health
(Central Office)

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 40229-77 Appeal of an unsatisfactory rating given to Laurelle Perry on background investigation for 8214 Parking Controlman and 8215 Traffic Control Officer.

June 20, 1977 : Over to the meeting of July 5, 1977.

Action: (In Executive Session) Adopt Staff Report. Uphold the decision of the San Francisco Police Department.

- 40345-77 Appeal of staff denial of protests regarding terms of announcement for Class 8205 Institutional Police Sergeant and 8209 Institutional Police Lieutenant.

Action: Adopt Staff Report. Deny appeals of Johnny B. Hall et al.

- 40353-77 Appeal of staff denial to allow Mrs. Chew L. Shubert into the examination process for Class 3630 Librarian I.

Action: Adopt Staff Report. Deny appeal of Mrs. Chew L. Shubert.

- 40355-77 Appeal of staff denial of key protest of examination for B-152 Courtroom Clerk.

Action: (In Executive Session) Eliminate question number 16 in the examination for B-152 Courtroom Clerk.

- 40215-77 Q-2 Police Officers Special Report.

June 20, 1977 : The matter of Leti Marshall over to the meeting of July 5, 1977.

Action: Sustain the decision of the San Francisco Police Department. Disqualify Leti Marshall in the examination for Q-2 Police Officer.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 5, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5812-77 Shirley Thomas, 2312 Licensed Vocational Nurse, 7/E-54, Department of Public Health, San Francisco General Hospital, 4/25/77.

June 6, 1977 : Over to the meeting of June 20, 1977.

June 20, 1977 : Over to the meeting of July 5, 1977.

Action: Approve. Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.

5813-77 Geraldine Boudreaux, 1424 Clerk Typist, 388/E-181, Commission on the Aging, 5/24/77.

June 20, 1977 : Over to the meeting of July 5, 1977.

Action: Over to the meeting of July 18, 1977.

5814-77 Ola V. Manson, 2322 Head Nurse, 32/P-4, Department of Public Health, San Francisco General Hospital, 5/2/77.

June 6, 1977 : Over to the meeting of June 20, 1977.

June 20, 1977 : Over to the meeting of July 5, 1977.

Action: Approve. (Vote of 4 to 1: Commissioner Salomon dissents.)

5815-77 Jacqueline Paige, 1424 Clerk Typist, 10/P-31, San Francisco Unified School District, Staff Development, 6/2/77.

Action: Off calendar.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5816-77 Pedreu Lewis, 7334 Stationary Engineer, 9/E-18, Department of Public Health, San Francisco General Hospital, 6/20/77.

Action: Return name to list. Not to be certified again to the Department of Public Health.

5817-77 Aubrey Bell, 7530 Street Cleaner, 2/E-7, Department of Public Works, Street Cleaning, 6/2/77.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Department of Public Works.

RESIGNATIONS:

5818-77 Donald Campbell, S104 Motorman, 91/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/17/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Public Utilities in a driving capacity.

TERMINATION OF TEMPORARY APPOINTMENTS:

5819-77 Phyllis Trumbo, 1424 Clerk Typist, 23/E-197, San Francisco Unified School District, Budget and Finance, 6/30/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.

5820-77 Clara Bowden, 1424 Clerk Typist, 166/E-176, San Francisco Community College District, 6/21/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5821-77 Eugene Meniffee, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 2/25/77.

April 4, 1977 : Over to the meeting of April 18, 1977.

April 18, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of June 6, 1977.

June 6, 1977 : Over to the meeting of July 5, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5822-77 James Glover, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 6/14/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5823-77 Carolyn Riley, 1424 Clerk Typist, CETA, San Francisco Police Department, Personnel and Training, 3/7/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the San Francisco Police Department.

5824-77 Donald Mitchell, 7560 Field Conservation Aide, CETA, Department of Public Works, Water Pollution Control, 6/9/77.

Action: Approve. Refer to the Mayor's Office of Employment and Training to explore the possibility of other employment under CETA.

5825-77 Sandra Greenlow, 1240 Assistant Personnel Analyst, CETA, Civil Service Commission, Examinations, 6/22/77.

Action: Commissioner Salomon appointed as a Committee of One to review the file, conduct such discussions as necessary, and report back to the Commission at a future date.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 18, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Chow
Commissioner Alioto presided.

MINUTES:

Regular meeting of July 5, 1977.

Action: Approve.

ANNOUNCEMENTS:

The Commission met in Executive Session with the City Attorney at 1:00 p.m. on July 18, 1977 in the matter of I.W. Washington v. Civil Service Commission. A roll call vote was taken and it was unanimously decided to adopt the recommendation of the City Attorney to accept the remand from the Court of Appeal and review the appeal of dismissal anew.

CLASSIFICATION AND PAY:

1304-77 Appeal of staff decision regarding determination of salary steps for several employees in the Model Cities Agency.

July 5, 1977 : Over to the meeting of July 18, 1977.

Action: Adopt Staff Report.

1. Deny appeals from employees in Class 9401 Program Monitor I.
2. Deny appeals of employees in Class 9403 Program Monitor III; adjust the salary of Michael Griffin to Step 2 in the Compensation Schedule and recover overpayments.
3. Deny appeals of employees in Class 9411 Citizen Participation/Rehabilitation Monitor, adjust salaries of Larry Del Carlo and John Harris to Step I in the Compensation Schedule; and recover overpayments.

1336-77 Request to establish extended work week schedules for certain classes in Data Processing Division to the Controller's Office.

Action: Adopt Staff Report. Approve request of the Controller to establish rotating shifts of more than five consecutive days for certain employees in the Data Processing Division.

1337-77 Survey of four positions in Class 1722 Tabulating Machine Operator.

Action: Adopt Staff Report.

1. Reclassify four positions in Class 1722 Tabulating Machine Operator (Sch. 28.7 \$391B469, 850M1020) as follows:

CLASSIFICATION AND PAY: (continued)

- a. 2 positions to Class 1853 Control Clerk EDP (Sch. 28.7 \$391B469, 850M1020), Controller's EDP.
 - b. 1 position to Class 1736 Electronic Data Processing Equipment Operator (Sch. 30.7 \$428B514, 931M1118), Controller's EDP.
 - c. 1 position to Class 1402 Junior Clerk (Sch. 21.1 \$278B332, 605M722), Public Utilities Commission Computer Center.
2. Amend Annual Salary Ordinance Section 124010 and Section 706010 to reflect this action when the permanent incumbents are not adversely affected.

1341-77 Classification of two newly budgeted positions at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify two newly budgeted 7344 Carpenter positions as 7344 Carpenter (Sal. Sch. 42.2) \$1590-1918 mo.
2. Advise the San Francisco Unified School District to amend their annual salary resolution accordingly.

1342-77 Classification of twenty-six newly budgeted positions at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify 7 newly budgeted 7344 Carpenter positions as Class 7344 Carpenter (Sal. Sch. 42.2) \$1590-1918 mo.
2. Classify 5 newly budgeted 7326 Glazier positions as 7326 Glazier. (Sal. Sch. 39.0) \$1366-1649 mo.
3. Classify 5 newly budgeted 7342 Locksmith positions as 7342 Locksmith (Sal. Sch. 42.2) \$1590-1918 mo.
4. Classify 6 newly budgeted 7345 Electrician positions as 7345 Electrician (Sal. Sch. 41.8) \$1559-1884 mo.
5. Classify 2 newly budgeted 3418 Gardener Sub-Foreman positions as 3418 Gardener Assistant Supervisor (Sal. Sch. 39.2) \$1379-1666 mo.
6. Classify 1 newly budgeted 7238 Electrician Supervisor I position as 7238 Electrician Supervisor I (Sal. Sch. 44.3) \$1755-2121 mo.
7. Advise the San Francisco Unified School District to amend their annual salary resolution accordingly.

1344-77 Classification of five budgeted positions at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Amend the Class Specification for Class 9972 School Community Relations Assistant.
2. Allocate five positions to Class 9972.
3. Advise the Board of Education to amend their annual salary resolution accordingly.

CLASSIFICATION AND PAY: (continued)

- 1345-77 Certification of wage schedules for platform employees, coach and bus operators and trainees of the Municipal Railway for 1977-78 and conditions and benefits of employment which may be fixed for 1977-78.
- Action: Adopt Staff Report. Certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.
- 1346-77 Survey of one 1650 Accountant position in the Family Support Bureau of the District Attorney's Office.
- Action: Deny Staff Report.
- 1354-77 Classification of one new position budgeted as 8321 Counselor, Boys Ranch School - Juvenile Court.
- Action: Adopt Staff Report.
1. Allocate one new position to 8321 Counselor, Boys Ranch School (Sch. 34.7 \$514B620).
 2. Amend the Annual Salary Ordinance Section 187010 to reflect this action.
- 1356-77 Survey of two positions in Classification 2425 Radiologic Technologist I, Department of Public Health, Laguna Honda Hospital.
- Action: Adopt Staff Report.
1. Reclassify two positions in Class 2425 Radiologic Technologist I (Sal. Sch. 33.2 \$480B578, 1044M1257) Laguna Honda Hospital, to Class 2426 Radiologic Technologist II (Sal. Sch. 34, \$498B599, 1083M1303).
 2. Grant status rights to the two permanent incumbents, Richard L. Eaton and Don Rackham to Class 2426 Radiologic Technologist II in accordance with Civil Service Commission action of November 19, 1973.
 3. Amend Annual Salary Ordinance Section 555010 accordingly. (Position Control Numbers 1-2425, 2-2425).
 4. Advise department to submit a companion supplemental appropriation.
- 1357-77 Classification of one new position (1977-78 Budget), Public Utilities Commission.
- Action: Adopt Staff Report.
1. Establish new Class 5177 Safety Officer, with salary as recommended by the department (\$843B843, 1831M1831, J,Z).
 2. Allocate one A101 Safety Officer, (New, SC, J, \$843B843) to the new class.
 3. Abolish Class 5175 Director, Bureau of Safety, Public Utilities Commission. (Established in February, 1977, but never funded or utilized).
 4. Amend Annual Salary Ordinance Section 705010A accordingly.

IN-SERVICE ACTIVITIES:

2503-77 Proposed Charter Amendment adding Section 8.408, relating to compensation and fringe benefits of Management Personnel, File Number 269-77.

Action: Over to the meeting of August 1, 1977.

2504-77 Proposed Amendment to Civil Service Commission Rule 5, Adding Section 5.15: Requirement to Vote.

July 5, 1977 : Post for adoption at the meeting of July 18, 1977.

Action: Adopt.

2517-77 Request for appointment above the entrance rate for employee in Class 5278 Planner II.

Action: Adopt Staff Report. Approve the permanent appointment of Douglas I. Holmen at Step 4 in the compensation schedule established for Class 5278 Planner II pending the Controller's certification that funds are available.

2520-77 Request for appointment above the entrance rate for employee in Class 8176 Trial Attorney.

Action: Adopt Staff Report. Approve the permanent appointment of Alex Saldamando at Step 5 in the compensation schedule established for Class 8176 Trial Attorney pending the Controller's certification that funds are available.

2521-77 Request for appointment above the entrance rate for employee in Class 8147 Senior Investigator, District Attorney's Office.

Action: Adopt Staff Report. Approve the exempt appointment of Lowell S. Lawrence at Step 5 in the compensation schedule established for Class 8147 Senior Investigator, District Attorney's Office pending the Controller's certification that funds are available.

2522-77 Appeal of Staff Denial of Request for appointment above the entrance rate for employee in Class 7344 Carpenter.

Action: Adopt Staff Report. Deny appeal of Gustave Hennig.

2525-77 Transfer of certain employees of the Port Commission occasioned by the reduction of force due to technological advances.

Action: Adopt Staff Report.

2528-77 Proposed Charter Amendment amending Section 3.201, granting the Chief Administrative Officer the authority to appoint and remove the executive assistant, exempt from the civil service provisions of the Charter.

Action: The Commission does not endorse the proposed Charter amendment.

2529-77 Appeal of being placed on sick leave from Donald Doering, 2526 Ambulance Driver.

Action: (In Executive Session) Refer for evaluation through Employee Referral Program.

MISCELLANEOUS:

3024-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1054-1065 6222-6235 9093-9175
4636-4730 8535-8541

Action: Approve.

3025-77 Requests from department to backdate requisition:

T-60364 1424 Clerk Typist 7/5/77 Mayor's Criminal Justice
Council

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40220-77 Consideration of Charter Amendment Proposal required under terms of consent decree in Waco v. Alioto (U.S. District Court, N.D. of California Case #C-70-1335 WTS).

June 6, 1977 : Over to the meeting of June 20, 1977.

June 20, 1977 : Over to the meeting of July 18, 1977.

Action: Over to the meeting of August 1, 1977.

40372-77 Appeal of staff's denial of key protests on examinations for Class 1652 Senior Accountant and 1654 Principal Accountant.

Action: (In Executive Session) Adopt Staff Report. Deny appeals on questions #23, #26, #44, and #38 - 42. Allow answers 2 and 4 on question #17; allow answers 2 and 5 on question #86.

40373-77 Appeal of staff's denial of protest re terms of the promotive examination announcement for Class 1829 Operations Analyst.

Action: Adopt Staff Report. Deny appeals of Paul G. Czechowicz and Samuel R. Meaker, Jr.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 18, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5826-77 Geraldine Boudreaux, 1424 Clerk Typist, 388/E-181, Commission on the Aging, 5/24/77.

July 5, 1977: Over to the meeting of July 18, 1977.

Action: Over to the meeting of August 1, 1977.

5827-77 John Falconi, Jr., 7301 Armored Truck Operator, 6/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/3/77.

Action: Over to the meeting of August 15, 1977.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5828-77 Sherman Flowers, 9998 Staff Aide, CETA, Public Defender's Office, 7/1/77.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5829-77 James Hawthorne, 2580 Coroner's Investigator, 8/E-3, Coroner's Office, 7/5/77.

Action: (In Executive Session) Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 1 year's work experience outside the City and County service. Not to be certified again to the Coroner's Office.

5830-77 James Sterling, 2903 Eligibility Worker, 445/E-8, Department of Social Services, 7/8/77.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 1 year's work experience outside the City and County service. Not to be certified again to the Department of Social Services.

5831-77 Mamie Wortham, 2302 Orderly, 17/E-305, Department of Public Health, Laguna Honda Hospital, 6/18/77.

Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5832-77 David L. Cooper, 2320 Registered Nurse, V1/E-427, Department of Public Health, Central Office, 5/24/77. (Rule of Three)

Action: Return name to list.

5833-77 John J. Barry, 2724 School Custodian, V9/E-54, San Francisco Community College District, 6/21/77.

Action: Return name to list under waiver of appointment until medically cleared by the Civil Service Commission Medical Examiner.
(Vote of 3 to 1: Commissioner Salomon dissents.)

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5834-77 Kenneth Taylor, 3416 Gardener, Recreation and Park Department, 26/P-5, 6/24/77.

Action: Approve. Reinstate to the position from which promoted.

RESIGNATIONS:

5835-77 Herbert Gilbert, 5238 Associate Electrical Engineer, V1/E-2, Public Utilities Commission, San Francisco Municipal Railway, 1/23/77.

March 11, 1977 : Over to the meeting of May 2, 1977.

May 2, 1977 : Over to the meeting of July 18, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 1 year's work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5836-77 Dean W. Chan, 9110 Fare Collections Receiver, 109/E-17, Public Utilities Commission, San Francisco Municipal Railway, 5/20/77.

Action: Approve. Not to be certified again to the Public Utilities Commission.

5837-77 Ronald A. Bloom, S102 Conductor, 48/E-92, Public Utilities Commission, San Francisco Municipal Railway, 5/24/77.

Action: Approve. Not to be certified again to the Public Utilities Commission.

5838-77 Janet Currington, 8304 Deputy Sheriff, 10/E-5 (Rule of Three), Sheriff's Office, 6/24/77.

Action: Off calendar at the request of the Sheriff.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5839-77 Clara Bowden, 1424 Clerk Typist, 166/E-176, San Francisco Community College District, 6/21/77.

July 5, 1977: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 1 year's work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

As requested by the department, this matter will be placed on calendar for the meeting of July 18, 1977, at which time it will be requested that the Civil Service Commission rescind the above action and place the matter off calendar. Properly signed resignation forms must be submitted by that time.

Action: 1. Rescind action of July 5, 1977.
2. Off calendar. (No prejudice to any future employment.)

5840-77 Larry E. Poston, 2724 School Custodian, 25/E-54, San Francisco Community College District, 6/21/77.

Action: Approve. Not to be certified again to the San Francisco Community College District. In accordance with Civil Service Commission action of December 20, 1976, all current examination and eligibility status are to be cancelled. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 1 year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

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CALCULATED - Budget

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 1, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Chow
Excused: Commissioner Salomon
Commissioner Powell
Commissioner Alioto presided.

DOCUMENTS

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MINUTES:

Regular meeting of July 18, 1977.

ACTION

Approve.

CLASSIFICATION AND PAY:

- 1193-77 Reconsideration of Civil Service Commission action of June 6, 1977-
Staff Report 1399-76 (1/3/77) Request for Supervisorial Differential
Adjustments re: Salary Standardization Ordinance. Section IV. H.
- January 3, 1977 : Adopt Staff Report. Approve.
- May 16, 1977 : Over to the meeting of June 6, 1977.
- June 6, 1977 : 1. Rescind action of January 3, 1977.
2. Sustain action of January 3, 1977. Deny
Staff report. Approve request of Edmund A. Brodie.
- June 20, 1977 : Over to the meeting of August 1, 1977.
- Action: Off calendar pending receipt of City Attorney's opinion.

ADDENDUM

- 1193-77 Reconsideration of Civil Service Commission action of June 6, 1977 -
Addendum to Report Number 1193-77 - Request for Supervisorial
Differential Adjustments re: Salary Standardization Ordinance,
Section IV. H.
- May 16, 1977 : Over to the meeting of June 6, 1977.
- June 6, 1977 : Sustain action of March 21, 1977.
- June 20, 1977 : Over to the meeting of August 1, 1977.
- Action: Off calendar pending receipt of City Attorney's opinion.
- 1343-77 Classification of one new position enumerated as A101 Confidential
Secretary-Budget Bureau in the Board of Supervisors Budget Bureau
(1976-77 Budget).
- Action: Adopt Staff Report.
1. Establish new Class 1501 Confidential Secretary to the
Budget Director and Analyst (Sch. 29.0 J \$396B475,
861M1033), at a salary budgeted by the department.

CLASSIFICATION AND PAY (continued)

2. Allocate one new position enumerated as A101 Confidential Secretary-Budget Bureau (SC, J, \$396-475) to the new class.
3. Grant status to Ms. Anne McCrystal, a permanent 1446 Senior Clerk Stenographer, (Sch. 28.3 \$384-460) in accordance with Civil Service Commission Rule 18.04.
4. Amend Annual Salary Ordinance Section 180010 to reflect this action.

1347-77 Classification of six new positions 1976-77 Budget, Sheriff's Department.

Action: Adopt Staff Report.

1. Allocate one position in budgeted Class of 8420 Rehabilitation Services Coordinator (Sch. 37.7 \$591B714, 1285M1553).
2. Establish new Class 8419 Prisoner Services Counselor (Sch. 37.7 591B714, 1285M1553) as recommended by the department.
3. Allocate five positions now listed as 2566 Rehabilitation Counselor to the new class of 8419 Prisoner Services Counselor at no change in cost.
4. Amend Annual Salary Ordinance Sections 173010B, 173010C and 173010E.
Position Control Numbers: 173010B 173010C 173010E
 2566-1 7566-1 2566-1
 8420-1 7566-2
 7566-3

1369-77 Amendment to the specification for Class 9122 Transit Information Clerk.

Action: Adopt Staff Report. Amend the specification for Class 9122 Transit Information Clerk as recommended in the staff report.

1370-77 Classification of three new positions (1977-78 Budget), District Attorney's Office.

Action: Adopt Staff Report.

1. Allocate new positions in the three budgeted classes as follows:
1-1408 Principal Clerk (Sch. 31.8 \$449B541, 977M1177)
1-3632 Librarian II (Sch. 36.9 \$570B688, 1240M1496)
1-8182 Head Attorney (Sch. 53.4 \$1243B1506, 2704M3276)
2. Amend Salary Ordinance Sections 141010 and 141011 accordingly (Remove SC).

1374-77 Classification of forty newly budgeted positions at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify forty newly budgeted 2709 Custodian positions as 2709 School Custodian (Sch. 28.4 \$840M1007).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY (continued)

1375-77 Classification of one new position (1977-78 Budget) in Class 1658 Chief Accountant, San Francisco International Airport.

Action: Adopt Staff Report.

1. Allocate one new position in the requested Class 1658 Chief Accountant (Sch. 48.5 \$984B1191, \$2140M2590).
2. Amend Annual Salary Ordinance Section 725010B (Remove SC Symbol).

1385-77 Survey of one vacant position in Class 1726 Principal Tabulating Machine Operator, Public Utilities Computer Center.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1726 Principal Tabulating Machine Operator (Sch. 35.4 \$531B641, 1155M1394) to Class 1856 Assistant Control Supervisor (Sch. 32.5 \$465B560, 1011-1218). This reclassification represents a savings of \$176 per month, based on the fifth step of each class.
2. Amend Annual Salary Ordinance Section 706010 to reflect this action.

1386-77 Review of a Personal Services Contract between the San Francisco Police Department and Jerome A. Needle, Contractor (Integrated Criminal Apprehension Program).

Action: Adopt Staff Report. Contract reviewed; forward to Purchaser of Supplies.

1387-77 Classification of one new position in Class 8181 Assistant Chief Attorney I, approved in the 1977-78 Budget, City Attorney's Office.

Action: Adopt Staff Report.

1. Classify one new budgeted position in the Office of the City Attorney in the requested Class 8181 Assistant Chief Attorney I. (Sch. 53.9 \$1273B1543, 2764M3356).
2. Amend Annual Salary Ordinance Section 117010 reflecting the classification of this new position (Remove SC Symbol).

1390-77 Reclassification of one vacant Class 1444 Clerk Stenographer position to Class 1426 Senior Clerk Typist at the Resource Center, Children's Division of the Board of Education.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1444 Clerk Stenographer (Salary Schedule 26.8 \$359 - 430 bw) to Class 1426 Senior Clerk Typist (Salary Schedule 26.7 \$357 - 428).
2. Advise the Unified School District to amend their Salary Resolution accordingly.

CLASSIFICATION AND PAY (continued)

- 1391-77 Survey of one vacant position in Class 1640 Senior Accounting Machine Operator, Office of the Controller.
- Action: Adopt Staff Report. Reclassify one vacant position in Class 1640 Senior Accounting Machine Operator (Sch. 29.6 \$408B489, 877M1064; Position Control #123010-1640-001) to Class 1632 Senior Account Clerk (Sch. 27.6 \$372B446, 809M970). This represents a saving of \$94 per month based on the fifth step of each class.
- 1392-77 Survey of monthly rates paid to Police Officers and Fire Fighters in all cities of 350,000 population or over in the State of California.
- Action: Adopt Staff Report. Certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.
- 1393-77 Classification of new position of Director of Training in the Civil Service Commission.
- Action: Adopt Staff Report.
1. Establish the new classification of 1234 Director of Training (J, Z \$755B912).
 2. Allocate one position to the new class; and
 3. Amend the Annual Salary Ordinance Section 121010 to reflect this action.

IN-SERVICE ACTIVITIES

- 2285-77 Appeal of the decision of the General Manager of Public Utilities in placing Michael Dobosh, S104 Motorman, on sick leave.
- June 20, 1977 : Over to the meeting of July 5, 1977.
- July 5, 1977 : Over to the meeting of August 1, 1977.
- Action: Over to the meeting of August 15, 1977.
- 2436-77 Request for Supplemental Appropriation, Civil Service Commission, to establish an Examination Validation Unit.
- June 6, 1977 : Over to the meeting of July 5, 1977.
- July 5, 1977 : Over to the meeting of August 1, 1977.
- Action: Off Calendar.
- 2437-77 Request for Supplemental Appropriation, Civil Service Commission, to conduct a City-Wide Position Classification Study.
- June 6, 1977 : Over to the meeting of July 5, 1977.
- July 5, 1977 : Over to the meeting of August 1, 1977.
- Action: Off Calendar.
- 2503-77 Proposed Charter Amendment adding Section 8.408, relating to compensation and fringe benefits of Management Personnel, File No. 269-77.
- July 18, 1977 : Over to the meeting of August 1, 1977
- Action: Off Calendar.

IN-SERVICE ACTIVITIES (continued)

2529-77 Appeal of being placed on sick leave from Donald Doering, 2526 Ambulance Driver.

July 18, 1977:(In Executive Session) Refer for evaluation through Employee Referral Program.

Action: (In Executive Session) Over to the meeting of August 15, 1977.

2540-77 Appeal of Medical Rejection for Class 7334 Stationary Engineer from Alexander Buick.

Action: Adopt Staff Report. Refer to medical appeals specialist at his own expense.

2552-77 Request for appointment above the entrance rate for employee in Class 1440 Medical Transcriber Typist.

Action: Adopt Staff Report. Approve the permanent appointment of Roy Dempsey at Step 4 in the Compensation Schedule established for Class 1440 Medical Transcriber Typist pending the Controller's certification that funds are available.

2557-77 Proposed amendment to Charter Section 8.326 - Promotions in General.

Action: The Commission reaffirms its support of the language forwarded to the Board of Supervisors on May 16, 1977, and indicates that it does not support the proposed amendment currently pending before the Board of Supervisors.

MISCELLANEOUS:

3027-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1066
1501 - 1533
4731 - 4763
6236 - 6251
8665 - 8673
9176 - 9295

Action: Approve.

3028-77 Requests from departments to backdate requisitions:

T-60511 7201 School Heating and Ventilating Supv. 12/16/76 S.F. Unified
School District

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40330-77 Amendment of former Rule 4, Section 2.2 and inclusion in current Rule 9.20 of the Civil Service Commission.

Action: Adopt as amended.

RECRUITMENT AND EXAMINATIONS: (continued)

40398-77 Appeal of staff's denial of protest re terms of the promotive examination announcement for Class 4265 Senior Real Property Appraiser.

Action: Adopt Staff Report. Deny appeal of John Anderson.

40399-77 Appeal on allocation of City and County Service Points in promotive examinations for Class 3321 Senior Animal Keeper.

Action: Adopt Staff Report. Deny appeal of Michael Wihler.

40400-77 Appeal of unsatisfactory rating on background investigation for Class 8304 Deputy Sheriff.

Action: Deny Staff Report. Find Homer Reed qualified as to background in the examination for Class 8304 Deputy Sheriff.

40402-77 Appeal of staff's denial of protest of qualifications appraisal rating for Class 8214 Parking Controlman and 8215 Traffic Control Officer.

Action: Adopt Staff Report. Deny appeal of Thomas J. Jingles.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 11

AUGUST 1, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5841-77 Geraldine Boudreaux, 1424 Clerk Typist, 388/E-181, Commission on the Aging, 5/24/77.

June 20, 1977 : Over to the meeting of July 5, 1977.

July 5, 1977 : Over to the meeting of July 18, 1977.

July 18, 1977 : Over to the meeting of August 1, 1977.

Action: Deny appeal. Approve automatic resignation.

5842-77 Richard L. Kersey, 8112 Assistant Court Clerk, 10/E-1, Sheriff's Department, 7/8/77.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position without back pay.

5843-77 Arden Van Upp, 2830 Public Health Nurse, 9/E-55, Department of Public Health, Central Office, 6/17/77.

Action: Deny appeal. Approve automatic resignation.

TERMINATION OF LIMITED TENURE APPOINTMENT:

5844-77 David L. Harris, 2587 Health Worker 11I, CETA, Department of Public Health, Central Office, 6/28/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5845-77 Marvin Robinson, 2714 Janitor, 10/E-59, Public Utilities Commission, San Francisco Water Department, 7/15/77.

Action: Return name to list. Not to be certified again to the Public Utilities Commission. One more opportunity to establish a satisfactory work record.

RESIGNATIONS:

5846-77 Stanley C. Miller, S102 Conductor, 44/E-108, Public Utilities Commission, San Francisco Municipal Railway, 6/24/77.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

RESIGNATIONS: (continued)

5847-77 Leonard C. Ribeiro, 2903 Eligibility Worker, 491/E-8, Department of Social Services, 7/8/77.

Action: Approve.

5848-77 Selena James, 2302 Orderly, 12/E-271, Department of Public Health, Laguna Honda Hospital, 6/11/77.

Action: Approve.

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5849-77 James Powell, 2736 Porter, 99/E-51, Department of Public Health, San Francisco General Hospital, 7/15/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

5850-77 Toshiko Takahashi, 1424 Clerk Typist, 58/E-199, (Rule of Three), San Francisco Community College District, 7/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the San Francisco Community College District.

5851-77 Robert J. Arms, 1872 Programmer Analyst, 6/E-12, (Rule of Three), Controller's Office, 7/22/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Controller's Office.

5852-77 James E. McNichol, 3410 Assistant Gardener, 188/E-6, Recreation and Park Department, 7/19/77.

Action: Over to the meeting of September 6, 1977.

TERMINATION OF LIMITED TENURE APPOINTMENT: (continued)

5853-77 Sandra Greenlow, 1240 Assistant Personnel Analyst, CETA, Civil Service Commission, 6/22/77.

July 5, 1977: Commissioner Salomon appointed as a Committee of One to review the file, conduct such discussions as necessary, and report back to the Commission at a future date.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 15, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Chow
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Tarantino
Commissioner Alioto presided.

MINUTES:

Regular meeting of August 1, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1397-77 Review of Personal Services Contract between Joseph H. Bermudez and the Mayor's Office.

Action: Adopt staff report. Contract reviewed; forward to Purchaser of Supplies.

1398-77 Classification of one newly budgeted 1426 Senior Clerk Typist located at the Pacific Heights Center, San Francisco Community College District.

Action: Adopt staff report.

1. Classify one newly budgeted 1426 Senior Clerk Typist position as Class 1426 Senior Clerk Typist (Sal. Sch. 26.7 \$357 - 428 BW).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1407-77 Classification of two budgeted (1977-78) positions at the San Francisco Juvenile Court.

Action: Adopt staff report.

1. Allocate one position to Class 2770 Senior Laundry Worker (Sch. 26.3 \$763M914).
2. Allocate one position to Class 3410 Assistant Gardener (Sch. 34.2 \$1094M1316).
3. Amend Annual Salary Ordinance Sections 186010 and 187010 accordingly.

1408-77 Survey of two positions in Class 1853 Control Clerk EDP at the Controller's EDP and the Board of Education.

Action: Adopt staff report.

1. Reclassify two positions in Class 1853 Control Clerk EDP (Sch. 38.7 \$391B469, 850M1020) to Class 1855 Senior Control Clerk, EDP (Sch. 30.7 \$428B514, 931M1118). This represents a cost to each department of \$98 per month based on the fifth step of each class.

CLASSIFICATION AND PAY: (continued)

2. Amend Annual Salary Ordinance Section 124010 (No position control number assigned) and advise the San Francisco Unified School District to amend its Annual Salary Resolution when the incumbents are not adversely affected. (Vote of 3 to 1: Commissioner Salomon dissents.)

1412-77 Establishment of new Class 4294 Administrator, Assessment Appeals Board and abolishment of Class 4292 Tax Appeals Board Administrator.

Action: Adopt staff report.

1. Establish a new Class 4294 Administrator, Assessment Appeals Board (Sch. 39.8 J,Z \$625B788, \$1418M1714) at salary recommended by the department.
2. Abolish Class 4292 Tax Appeals Board Administrator (\$2254M2254). (This represents a savings of \$540 per month based on the maximum step for each position.)
3. Amend the Annual Salary Ordinance to create a new section for the Assessment Appeals Board, and to provide for the new class and establish a rate of pay without a position enumerated.

1413-77 Survey of one position at the Girls' Center, Juvenile Court.

Action: Adopt staff report.

1. Amend the class specification for 8324 Supervising Counselor (Juvenile Hall), including a change of the title to 8324 Supervising Counselor, Juvenile Court. Status of incumbents and eligibles continues in the retitled class.
2. Reclassify next vacant 8320 Counselor, Juvenile Court position (Sch. 33.2 \$480B578) to 8324 Supervising Counselor, Juvenile Court (Sch. 39.5 \$644B777). (This represents an additional cost of \$199 B/W).
3. Amend Annual Salary Ordinance Section 186010 accordingly.
4. Advise department to submit supplemental appropriation request.

1414-77 Survey of current salaries within public jurisdictions and private industry in order to determine the necessity for the conduct of a salary survey on which to base salary and wage recommendations for the fiscal year 1978-79.

Action: Adopt staff report. Request the authorization of the Board of Supervisors for the expenditure of funds necessary for the conduct of the Annual Salary Survey for fiscal year 1978-79.

1416-77 Survey of clerical positions in the Office of the County Clerk.

Action: Adopt staff report.

1. Reclassify 1 vacant position of 1404 Clerk (Sal. Sch. 25.1, \$722M866) to 8106 Legal Process Clerk (Sal. Sch. 24.5, \$703M844) (P.C. #225010-1404-0006).

CLASSIFICATION AND PAY: (continued)

2. Reclassify five positions of 1404 Clerk (Sal. Sch. 25.1 \$722M866) to 8106 Legal Process Clerk (Sal. Sch. 24.5, \$703M844) when it will not adversely affect the incumbents. (P.C. #225010-1404-0001, 0002, 0003, 0004, 0005).
3. Reclassify two positions of 1406 Senior Clerk (Sal. Sch. 27.6, \$809M970) to 8108 Senior Legal Process Clerk (Sal. Sch. 26.5, \$770M922) when it will not adversely affect the incumbents. (P.C. #225010-1406-0001 and 0002).
4. Reclassify one vacant 1426 Senior Clerk Typist (Sal. Sch. 26.7, \$776M931 to 8108 Senior Legal Process Clerk (Sal. Sch. 26.5, \$770M922). (P.C. #225010-1426-0003).
5. Amend Annual Salary Ordinance Section 225010 accordingly.
6. Advise Department to submit a Supplemental Appropriation.

1417-77 Request to classify new position in 1977-78 budget, Board of Education.

Action: Adopt staff report.

1. Classify one newly budgeted 5268 Architect Position as 5268 Architect (Sal. Sch. 44.1, \$1740M2101).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

IN-SERVICE ACTIVITIES:

2285-77 Appeal of the decision of the General Manager of Public Utilities in placing Michael Dobosh, 9163 Transit Operator, on sick leave.

June 20, 1977 : Over to the meeting of July 5, 1977.

July 5, 1977 : Over to the meeting of August 1, 1977.

August 1, 1977 : Over to the meeting of August 15, 1977.

Action: (In executive session) Refer new evaluation to the Medical Examiner for report and recommendation at the meeting of September 6, 1977.

2460-77 Appeal of being placed on sick leave by the Director of Airports.

June 20, 1977 : Sustain decision of the Director of Airports. Thomas Crabtree to remain on sick leave until medically cleared by the Civil Service Commission Medical Examiner after the Medical Examiner has reviewed and approved the evaluation and recommendation of an appropriate medical specialist.

Action: (In Executive Session) Remand to the Director of Airports for such administrative action as he deems appropriate (without back pay).

2529-77 Appeal of being placed on sick leave from Donald Doering, 2526 Ambulance Driver.

July 18, 1977 : (In Executive Session) Refer for evaluation through Employee Referral Program.

August 1, 1977 : (In Executive Session) Over to the meeting of August 15, 1977.

IN-SERVICE ACTIVITIES:

Action: (In Executive Session) Grant appeal. Reinstate to position. Question of back pay off calendar pending receipt of City Attorney's opinion.

2551-77 Request for appointment above the entrance rate for employee in Class 9278 Director of Airports.

Action: Off calendar.

2567-77 Request for appointment above the entrance rate for employee in Class 8181 Assistant Chief Attorney I.

Action: Adopt Staff Report. Approve the permanent appointment of Leonard Snaider at Step 5 in the compensation schedule established for Class 8181 Assistant Chief Attorney I pending the Controller's certification that funds are available.

2598-77 Proposed amendments to Civil Service Commission Rule 31 - Overtime.

Action: Post for adoption at the meeting of September 19, 1977.

2599-77 Amendment of Rule 19, Section 19.11 of the Civil Service Commission Rules by the addition of a new Section 6.

Action: Post for adoption at the next meeting.

MISCELLANEOUS:

3029-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1067 - 1072
1534 - 1597
4764 - 4790
6252 - 6261
9296 - 9334

Action: Approve.

3030-77 Requests from departments to backdate requisition:

F-60485	3598 School Aide III	6/20/77	S.F. Unified School District
F-60486	3598 School Aide III	6/20/77	S.F. Unified School District
P-9702	5254 Associate Mechanical Engineer	7/26/77	Department of Public Works

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40414-77 Appeal of staff denial of protest of qualifications appraisal interview for Class 1118 Commercial Division Manager.

Action: Over to the meeting of October 3, 1977.

40422-77 Appeal of ratings on Qualification Appraisal portion of the examination for Class 1244 Senior Personnel Analyst.

Action: (In Executive Session): Over to the meeting of September 6, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 15, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5854-77 John Falconi, Jr., 7301 Armored Truck Operator, 6/E-1, Public Utilities Commission, San Francisco Municipal Railway, 6/3/77.

July 18, 1977 : Over to the meeting of August 15, 1977.

Action: Deny appeal. Approve automatic resignation.

5855-77 Carolyn Hom, 2980 Specialist II, Human Rights Commission, CETA, 8/4/77.

Action: Over to the meeting of September 6, 1977.

5856-77 Samuel Vandigriff, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 7/19/77.

Action: Deny appeal. Approve automatic resignation. Refer to the Mayor's Office of Employment and Training for reemployment after medical clearance by the CSC Medical Examiner.

5857-77 Steven M. Blau, 1630 Account Clerk, 47/E-7, Controller, EDP, 7/13/77.

Action: Over to the meeting of September 6, 1977.

5858-77 Crisanto V. Vista, 2724 School Custodian, 69/E-54, San Francisco Unified School District, 7/19/77.

Action: Deny appeal. Approve automatic resignation.

5859-77 Johnnie Arterberry, 8304 Deputy Sheriff, 12/E-3, Sheriff's Department, 7/19/77.

Action: Over to the meeting of September 6, 1977.

TERMINATION OF LIMITED TENURE APPOINTMENT:

5860-77 Domingo L. Prado, 9910 Public Service Trainee, CETA, Mayor's Office, 7/19/77.

Action: Over to the meeting of September 6, 1977. The Commission directed that the Mayor's Office be notified that the individual with the most direct knowledge of the reason(s) for the termination be present.

5861-77 Jerry L. Wilson, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 7/21/77.

Action: Over to the meeting of September 19, 1977.

SEPARATIONS FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENTS:

5862-77 John M. Donohoe, 7338 Lineman, 3/E-8, Public Utilities Commission, San Francisco Water Department, 7/25/77.

Action: Return name to list. Not to be certified again to the Public Utilities Commission. (Vote of 3 to 1: Commissioner Salomon dissents.)

5863-77 Jeffrey H. Ranta, 7338 Lineman, 6/E-8, Public Utilities Commission, San Francisco Water Department, 7/25/77.

Action: Return name to list. Not to be certified again to the Public Utilities Commission. (Vote of 3 to 1: Commissioner Salomon dissents.)

5864-77 Gregory Smith, 2714 Janitor, 69/E-59, Airports Commission, 7/29/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Airports Commission.

5865-77 Beverly Ann Wallace, 2312 Licensed Vocational Nurse, 11/E-70, (Rule of Three), Department of Public Health, San Francisco General Hospital, 7/29/77.

Action: Over to the meeting of September 6, 1977. The Commission directed that the Department of Public Health be notified that the individual with the most direct knowledge of the reason(s) for the termination be present.

5866-77 Lorine Bridges, 2302 Orderly, 34/E-305, Department of Public Health, Laguna Honda Hospital, 7/29/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

RESIGNATIONS:

5867-77 Gloria Isler, 2903 Eligibility Worker, 344/E-8, Department of Social Services, 6/10/77.

Action: Approve. Not to be certified to the Department of Social Services again.

5868-77 Kenneth Roberts, 7334 Stationary Engineer, 12/E-19, (Rule of Three), Department of Public Works, Building Repair, 6/27/77.

Action: Approve. Future applications for Class 7334 Stationary Engineer subject to review and approval of the General Manager, Personnel after satisfactory completion of two year's outside work experience. No restriction on other employment.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENTS:

- 5869-77 Earl H. Owens, 1220 Payroll Clerk, 32/E-4, San Francisco Unified School District, 7/7/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the San Francisco Unified School District.
- 5870-77 Michael W. Tucker, 2736 Porter, 101/E-51, Department of Public Health, San Francisco General Hospital, 7/28/77.
- Action: Over to the meeting of September 6, 1977.
- 5871-77 Dwight Perry, 8204 Institutional Policeman, V29/E-6, Department of Public Health, San Francisco General Hospital, Security, 7/27/77.
- Action: Return name to list under waiver until satisfactory completion of training required to carry a firearm. Department requested to assist in placement on a non-civil service basis until training completed.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 6, 1977 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Chow
Commissioner Salomon
Excused: Commissioner Alioto
Commissioner Powell
Commissioner Tarantino presided.

MINUTES:

Regular meeting of August 15, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1164-77 Amendment to the specification for Class 7202 Assistant Superintendent, Structural Maintenance.

Action: Adopt Staff Report.

1. Amend the title and specification for Class 7202 Assistant Superintendent, Structural Maintenance. Amended title to read 7202 Assistant Park Superintendent for Structural Maintenance.
2. Advise Department to reflect title change in their next annual budget.

1346-77 Reconsideration of Civil Service Commission action of July 18, 1977 - Survey of one 1650 Accountant position in the Family Support Bureau of the District Attorney's Office.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1650 Accountant (Sch. 32.8 \$471B567 - 1024M1233) to Class 1652 Senior Accountant (Sch. 37.8 \$567B684 - 1233M1488). This represents an increase of \$255 per month based on the fifth step of each position.
2. Amend Annual Salary Ordinance Section 141011 to reflect this action when the incumbent is not adversely affected.

1419-77 Classification of 15 newly budgeted positions at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify 10 newly budgeted 8270 Campus Control Aide I, School Term Positions as Class 8270 Campus Control Aide I, School Term (Sal. Sch. 26.7, \$776M931).
2. Classify 3 newly budgeted 3598 School Aide III, School Term Positions as 3598 School Aide III, School Term (Sal. Sch. \$4.45-5.33 hr.).
3. Classify 1 newly budgeted 3597 School Aide II, School Term Position as 3597 School Aide II, School Term (Sal. Sch. \$3.64-4.36 hr.)

CLASSIFICATION AND PAY (continued)

4. Classify 1 newly budgeted 3595 School Aide I, School Term Position as 3595 School Aide I, School Term (Sal. Sch. \$3.64 hr.).
5. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1435-77 Request to classify one newly budgeted position of 5105 Director, Maintenance and Operations, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one newly budgeted 5105 Director, Maintenance and Operations, San Francisco Unified School District to 5105 Director, Maintenance and Operations, San Francisco Unified School District (Sal Sch. 48.0, \$2090M2430).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1436-77 Classification of one new position (1977-78 Budget), San Francisco Police Department.

Action: Adopt Staff Report.

1. Classify one new 1654 Principal Accountant position (1977-78 Budget) in Class 1654 Principal Accountant (Sal. Sch. 40.8, \$684B836, 1488M1797,2).
2. Amend Annual Salary Ordinance Section 161011 to remove the symbol "SC".

1437-77 Request to classify one new position in Class 1842 Management Assistant, 1977-78 Budget, San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify one new position in Class 1842 Management Assistant (Sch. 34.9 \$1129M1359), San Francisco Community College District.
2. Advise the district to amend their Annual Salary Resolution accordingly.

1438-77 Classification of six newly budgeted positions in the Fine Arts Museums.

Action: Off calendar.

1446-77 Classification of nineteen newly budgeted positions, 1977-78 budget, San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify sixteen newly budgeted 2709 School Custodian positions as Class 2709 School Custodian (Sch. 28.4 \$840M1007).
2. Classify one newly budgeted 2726 School Custodian Assistant Supervisor position as Class 2726 School Custodian Assistant Supervisor (Sch. 30.4 \$918M1105).

CLASSIFICATION AND PAY (continued)

3. Classify one newly budgeted 7334 Stationary Engineer position as Class 7334 Stationary Engineer (Sch. 38.4 \$1329M1605).
4. Classify one newly budgeted 1932 Assistant Storekeeper position as Class 1932 Assistant Storekeeper (Sch. 27.6 \$809M970).
5. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1447-77 Survey of one position in Class 1866 Systems and Procedures Supervisor, Data Processing Department, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1866 Systems and Procedures Supervisor, Data Processing Department, San Francisco Unified School District (Sch. 44.0 \$796B961, 1731M2090) to Class 1875 Senior Software Analyst (Sch. 44.9 \$830B1003, 1805M2182). This represents a cost of \$92 per month at the fifth step of each class.
2. Advise the San Francisco Unified School District to amend its Annual Salary Resolution when this does not adversely affect the incumbent.

1450-77 Review of two Personal Services Contracts between George Lazarus and Ruby Bell Yaryan and the Adult Probation Department.

Action: Adopt Staff Report. Contracts reviewed; forward to Purchaser of Supplies.

1455-77 Reclassification of one vacant 1444 Clerk Stenographer position located at the Adult Probation Department.

Action: Adopt Staff Report.

1. Reclassify one 1444 Clerk Stenographer position (Sal. Sch. 26.8 \$359-430) to 1430 Transcriber Typist (Sal. Sch. 26.2 \$349-418). This represents a savings of \$26.00 per month based on the fifth step of each class.
2. Amend Section 111010 of the Annual Salary Ordinance accordingly.

1456-77 Request to classify five new positions in Class 2730 School Custodial Services Supervisor I, 1977-78 budget, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify five newly budgeted 2730 School Custodial Services Supervisor I positions as Class 2730 School Custodial Services Supervisor I (Sch. 34.7 \$1118M1349).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

IN-SERVICE ACTIVITIES

- 2285-77 Appeal of the decision of the General Manager of Public Utilities in placing Michael Dobosh, 9163 Transit Operator, on sick leave.
- June 20, 1977 : Over to the meeting of July 5, 1977.
- July 5, 1977 : Over to the meeting of August 1, 1977.
- August 15, 1977 : (In executive session) Refer new evaluation to the Medical Examiner for report and recommendation at the meeting of September 6, 1977.
- Action: (In executive session) Over to the meeting of September 19, 1977.
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- 2304-77 Request for appointment above the entrance rate for employee in Class 1892 Assistant Budget Director and Analyst.
- Action: Adopt Staff Report. Approve the permanent appointment of Roger Mialocq at Step 5 in the compensation schedule established for Class 1892 pending the Controller's certification that funds are available. (Vote of 2 to 1: Commissioner Salomon dissents).
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- 2551-77 Request for appointment above the entrance rate for employee in Class 9278 Director of Airports.
- August 15, 1977 : Off calendar.
- Action: Adopt Staff Report. Approve the exempt appointment of Richard R. Heath at Step 4 in the compensation schedule for Class 9278 Director of Airports pending the Controller's certification that funds are available.
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- 2588-77 Resolution of Commendation for Mori Noguchi.
- Action: Adopt.
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- 2590-77 Request for appointment above the entrance rate for employee in Class 1844 Senior Management Assistant.
- Action: Over to the meeting of September 19, 1977. The Commission requests that the Director of Public Works attend this meeting.
-
- 2593-77 Request for appointment above the entrance rate for employee in Class 1828 Senior Associate Budget Analyst.
- Action: Adopt Staff Report. Approve the permanent appointment of Hector Rosa at Step 4 in the compensation schedule established for Class 1828 Senior Associate Budget Analyst pending the Controller's certification that funds are available.
-
- 2600-77 Request for appointment above the entrance rate for employee in Class 2230 Physician Specialist.
- Action: Adopt Staff Report. Approve the exempt appointment of Willie Wilson, M.D. at Step 3 in the compensation schedule established for Class 2230 Physician Specialist pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (continued)

2603-77 Appeal of Denial of Leave of Absence by the Treasurer's Office for employee to accept temporary appointment in Class 7444 Parking Meter Repairman in the Department of Electricity.

Action: Adopt Staff Report. Grant leave of absence to Clodualdo E. Gunabe to accept temporary employment in Class 7444 Parking Meter Repairman.

2604-77 Appointment of Norma McNamara to Class 1528 Administrative Secretary.

Action: Adopt Staff Report. Approve Ms. McNamara's appointment as an NCS 1528 Administrative Secretary allowing her to complete her probation in Class 1450 Principal Clerk Stenographer.

2610-77 Implementation of Civil Service Commission Rule 6, Section 6.06.

Action: Over to the meeting of September 19, 1977.

MISCELLANEOUS:

3032-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1073 - 1080 1598 - 1639 4791 - 4830
6262 - 6280 8674 - 8681 9335 - 9411

Action: Approve.

3033-77 Requests from departments to backdate requisitions:

T-70039	7335 Truck Driver	8/1/77	Department of Public Works
T-70049	9333 Marine Patrol Officer	7/1/77	San Francisco Port Commission
E-7005 through E-7012	3595 School Aide I	7/1/77	S.F. Unified School District

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40422-77 Appeal of ratings on Qualification Appraisal portion of the examination for Class 1244 Senior Personnel Analyst.

August 15, 1977 : (In executive session): Over to the meeting of September 6, 1977.

Action: (In executive session) Adopt Staff Report. Grant appeals. Award minimum passing score of 68.6 to the three petitioners. (Vote of 2 to 1: Commissioner Salomon dissents). (All candidates who participated in this examination were admitted to the closed hearing).

RECRUITMENT AND EXAMINATIONS: (continued)

40215-77 Q-2 Police Officers Special Report.

Action: 1. Edward O'Toole: Find qualified as to background.
2. Curtis Potter: Find qualified as to residency.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 6, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5872-77 Carolyn Hom, 2980 Specialist II, Human Rights Commission, CETA, Human Rights Commission, 8/4/77.

August 15, 1977 : Over to the meeting of September 6, 1977.

Action: Off calendar.

5873-77 Steven Blau, 1630 Account Clerk, 47/E-7, Controller's Office, 7/13/77.

August 15, 1977 : Over to the meeting of September 6, 1977.

Action: Approve without prejudice for future employment.

5874-77 Johnnie Arterberry, 8304 Deputy Sheriff, 12/E-3, Sheriff's Department, 7/19/77.

August 15, 1977 : Over to the meeting of September 6, 1977.

Action: Grant Appeal. Disapprove automatic resignation. Reinstate to position upon medical clearance by the Civil Service Commission Medical Examiner. Properly completed leave papers must be submitted to the department.

5875-77 Lawrence Howray, 2736 Porter, 2/E-46, Department of Public Health, Laguna Honda Hospital, 7/18/77.

Action: (In executive session) Grant appeal. Disapprove automatic resignation. Reinstate to position upon medical clearance by the Civil Service Commission Medical Examiner. Properly completed leave papers must be submitted to the department.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5876-77 Domingo Prado, 9910 Public Service Trainee, CETA, Mayor's Office of Employment and Training, 7/19/77.

August 15, 1977 : Over to the meeting of September 6, 1977.
Notify the Mayor's Office that those individuals who have the most direct knowledge of the reasons for the termination are to be in attendance to present the reasons for the termination.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5877-77 William Handelsman, 9704 Manpower Specialist II, CETA, Mayor's Office of Employment and Training, 8/11/77.

Action: Over to the meeting of September 19, 1977.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

- 5878-77 Clyde Franklin, 9998 Staff Aide, CETA, Mayor's Office of Employment and Training, 8/9/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. (Vote of 2 to 1: Commissioner Salomon dissents.)
- 5879-77 Gloria Brown, 9957 Assistant Area Supervisor, CETA, Mayor's Office of Employment and Training, 8/5/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5880-77 Andrea Saltzmann, 9704 Manpower Specialist II, CETA, Mayor's Office of Employment and Training, 8/8/77.
- Action: Approve without prejudice for future employment.
- 5881-77 William H. Garrett, Jr., 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/15/77.
- Action: Over to the meeting of September 19, 1977.
- 5882-77 Millard Scott, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/8/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5883-77 Danny Marshall, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/8/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Public Utilities Commission.
- 5884-77 Tyrone Blake, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/16/77.
- Action: Over to the meeting of September 19, 1977.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 5885-77 Beverly Wallace, 2312 Licensed Vocational Nurse, 11/E-70 (Rule of Three), Department of Public Health, San Francisco General Hospital, 7/29/77.
- August 15, 1977 : Over to the meeting of September 6, 1977. Notify the Department of Public Health that those individuals who have the most direct knowledge of the reasons for the termination are to be in attendance.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Department of Public Health.

5886-77 Nicholas Thomas, 2302 Orderly, 47/E-305, Department of Public Health, Laguna Honda Hospital, 6/22/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Department of Public Health.

5887-77 Yolanda Rogers, 1444 Clerk Stenographer, 6/E-281 (Rule of Three), District Attorney's Office, 8/3/77.

Action: (In executive session) Return name to list. Not to be certified again to District Attorney's Office. (Vote of 2 to 1: Commissioner Salomon dissents).

5888-77 David Rivera, S104 Motorman, 537/E-111, Public Utilities Commission, San Francisco Municipal Railway, 5/5/77.

Action: Approve without prejudice for future employment. Not to be certified again to any position which requires the operation of a motor vehicle.

5889-77 Cedell Bradford, 1228 Senior Testing Technician, 4/E-1, San Francisco Community College District, 8/19/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to San Francisco Community College District.

RESIGNATIONS:

5890-77 Joe Robinson, 9163 Transit Operator, V42/E-98, Public Utilities Commission, San Francisco Municipal Railway, 7/23/77.

Action: Approve. Not to be certified again to Public Utilities Commission.

5891-77 Cesar Herrera, 2903 Eligibility Worker, CETA, Department of Social Services, 7/18/77.

Action: Approve. Not to be certified again to Department of Social Services.

5892-77 Elsa Buffoni, 1720 Key punch Operator, 101/E-8, Controller's Office, 8/15/77.

Action: Approve.

TERMINATION OF TEMPORARY APPOINTMENTS:

5893-77 James E. McNichol, 3410 Assistant Gardener, 188/E-6, Recreation and Park Department, 7/19/77.

August 1, 1977 : Over to the meeting of September 6, 1977.

Action: Off calendar. Mr. McNichol to notify the Assistant Secretary, Civil Service Commission, when prepared to proceed with determination of future employment.

5894-77 Michael W. Tucker, 2736 Porter, 101/E-51, Department of Public Health, San Francisco General Hospital, 7/28/77.

August 15, 1977 : Over to the meeting of September 6, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Department of Public Health.

5895-77 Dorothy Capers, 2302 Orderly, 80/E-301, Department of Public Health, Laguna Honda Hospital, 8/30/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Department of Public Health.

5896-77 Bob Randle, 2709 School Custodian, 43/E-54, San Francisco Unified School District, 8/8/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's work experience outside the City and County service. Not to be certified again to San Francisco Unified School District.

5897-77 Chung Taylor, 1720 Key punch Operator, 54/E-9, Controller's Office, 8/8/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Controller's Office.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 19, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Chow
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Alioto presided.

DOCUMENTS

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES:

Regular meeting of September 6, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1445-77 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance for 1977-78 in order to provide for overtime compensation for employees in classes designated by the "Z" symbol.

Action: Adopt Staff Report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated, subject to the limitations of the 1977-78 budget.

1457-77 Classification of one new position in Class 1224 Principal Payroll and Personnel Clerk, 1977-78 budget, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position in Class 1224 Principal Payroll and Personnel Clerk (Sch. 30.8 \$935M1124) San Francisco Unified School District.
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1462-77 Classification of two new positions, Department of Public Health, Maternal and Child Hygiene Bureau.

Action: Adopt Staff Report.

1. Allocate two positions in budgeted classes as follows:
1-1444 Clerk Stenographer, PT (Sch. 26.8 \$359B430, 781M935) and 1-2558 Sr. Physical Therapist (Sch. 39.5 \$644B777, 1401M1690).
2. Amend Salary Ordinance Sections 535010 and 521010 accordingly.

1463-77 Classification of three newly budgeted 7441 Toolroom Mechanic and Custodian positions (1977-78 budget), San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify two newly budgeted 7441 Toolroom Mechanic and Custodian positions (Sch. 28.1 \$381B455, 829M990) as requested.

CLASSIFICATION AND PAY (continued)

2. Classify one new position requested in Class 7441 Toolroom Mechanic and Custodian to Class 1932 Assistant Storekeeper (Sch. 27.6 \$372B446, 809M970). (Note: Salary savings of \$20 per month).
3. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1464-77 Survey of two newly created positions, Department of Public Health, Laguna Honda Hospital, Nursing Department.

Action: Adopt Staff Report.

1. Allocate one newly created position to Classification 2320 Registered Nurse (Sch. 35.8 \$541B652, 1177M1418).
2. Allocate one newly created position to classification 2324 Nursing Supervisor (Sch. 40.8 \$684B826, 1488M1797).
3. Amend Sections 555010, 555012 and 555016 of the Annual Salary Ordinance accordingly.

1466-77 Request to classify two newly budgeted positions of 8174 at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify two newly budgeted 8174 Attorneys as requested (Sch. 40.9 \$1496M1805).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1471-77 Classification survey of one newly budgeted position (NP77-78), Department of Public Health, San Francisco General Hospital/Medical Center, Utilization Review Committee.

Action: Adopt Staff Report.

1. Allocate one newly budgeted position (NP 77-78), San Francisco General Hospital/Medical Center, Utilization Review Committee, to classification 1426 Senior Clerk Typist (Sal. Sch. 26.7, \$357B428, \$776M931).
2. Amend Section 557010 of the Annual Salary Ordinance by removing the "SC" designation. (Position control number 0021).

1474-77 Classification of one new position budgeted as 7302 Audio-Visual Equipment Technician, 1977-78 budget, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position in Class 7302 Audio-Visual Equipment Technician (Sch. 33.4 1055M1268) San Francisco Unified School District.
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY (continued)

1475-77 Request to classify two newly budgeted (1977-78) positions at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify two new positions budgeted in the requested class as follows: 1-1873 Software Analyst (Sch. 42.9 \$1642M1984) and 1-1874 Sr. Programmer Analyst (Sch. 39.9, \$1425M1723).
2. Advise San Francisco Unified School District to amend their Annual Salary Resolution Accordingly.

1476-77 Survey of six newly budgeted 1424 Clerk Typist positions and two newly budgeted 1426 Senior Clerk Typist positions at the San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify six positions in Class 1424 Clerk Typist (Sch. 24.7 - \$326-391 bw).
2. Classify two positions in Class 1426 Senior Clerk Typist (Sch. 26.7 - 357 - 428 bw).
3. Advise the San Francisco Community College District accordingly.

IN-SERVICE ACTIVITIES

2285-77 Appeal of the decision of the General Manager of Public Utilities in placing Michael Dobosh, 9163 Transit Operator, on sick leave.

June 20, 1977	: Over to the meeting of July 5, 1977.
July 5, 1977	: Over to the meeting of August 1, 1977.
August 1, 1977	: Over to the meeting of August 15, 1977.
August 15, 1977	: (In executive session) Refer new evaluation to the Medical Examiner for report and recommendation at the meeting of September 6, 1977.
September 6, 1977	: (In executive session) Over to the meeting of September 19, 1977.

Action: (In executive session) Sustain the decision of the General Manager of Public Utilities Commission on the advice of the Civil Service Commission Examining Physician.

2392-77 Appeal of staff interpretation of the provisions of Civil Service Commission Rule 23.07 (d) Bonus Sick Leave Credits.

June 20, 1977	: Deny appeal of Mr. Albert A. Leroux.
July 5, 1977	: Refer to Staff for further discussion.

Action: Off calendar pending receipt of a City Attorney's opinion.

IN-SERVICE ACTIVITIES (continued)

- 2590-77 Request for appointment above the entrance rate for employee in Class 1844 Senior Management Assistant.
- September 6, 1977 : Over to the meeting of September 19, 1977.
- Action: Deny Staff Report. (Commissioner Powell dissents).
- 2598-77 Proposed amendments to Civil Service Commission Rule 31 - Overtime.
- August 15, 1977 : Post for adoption at the meeting of September 19, 1977.
- Action: Over to the meeting of October 3, 1977.
- 2607-77 Request for appointment above the entrance rate for employee in Class 1952 Purchaser.
- Action: Deny Staff Report. Approve the permanent appointment of Claude Webster at Step 3 in the compensation schedule established for Class 1952 Purchaser pending the Controller's certification that funds are available.
- 2609-77 Request for appointment above the entrance rate for employee in Class 2124 Director of Admissions, San Francisco General Hospital.
- Action: Adopt Staff Report. Approve the permanent appointment of Frank Tatko at Step 5 in the compensation schedule established for Class 2124 Director of Admissions, San Francisco General Hospital pending the Controller's certification that funds are available.
- 2610-77 Implementation of Civil Service Commission Rule 6, Section 6.06.
- September 6, 1977 : Over to the meeting of September 19, 1977.
- Action: Adopt Staff Report.
- 2611-77 Request to amend certification date of employee in Class 7355 Truck Driver.
- Action: Adopt Staff Report. Change permanent certification date of Joseph Ramirez, Class 7355 Truck Driver, to July 25, 1977.
- 2617-77 Request for appointment above the entrance rate for three employees of the Model Cities Agency.
- Action: Off calendar.
- 2620-77 Appointment of employee to position in Class 1446 Senior Clerk Stenographer.
- Action: Approve.
- 2625-77 Request for appointment above the entrance rate for three employees in Class 2110 Medical Records Clerk.
- Action: Adopt Staff Report. Approve the permanent appointments of

IN-SERVICE ACTIVITIES: (continued)

Julita Batoon and Richard Haunreiter at Step 3 and the permanent appointment of Nicholas Wilson at Step 4 in the compensation schedule established for Class 2110 Medical Records Clerk pending the Controller's certification that funds are available.

2629-77 Request for approval to transfer funds.

Action: Approve request of the General Manager, Personnel to transfer from the appropriate account for Materials and Supplies to the Equipment account to purchase a replacement calculator for the Salary and Wage office.

MISCELLANEOUS:

3034-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1081
1640 - 1663
9412 - 9452

Action: Approve.

3035-77 Requests from departments to backdate requisitions:

E-00072	H18 Coordinator of Community Service.	8/24/77	S.F. Fire Department
P-4817	9162 Day Transit Dispatcher Municipal Railway	7/1/77	Public Utilities Commission
T70327	9738 Staff Assistant III	7/1/77	S.F. Unified School District

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40435-77 Appeal of Staff denial on unsatisfactory rating given to Mr. Ernest Krause on background investigation for Class 8304, Deputy Sheriff.

Action: Over to the meeting of October 3, 1977.

40449-77 Appeal of staff's denial of protest regarding terms of the promotive examination for Class 3634 Librarian III.

Action: Over to the meeting of October 3, 1977.

40453-77 Appeal of staff action as to disqualifications in examinations for Class B152 Court Room Clerk and Class B160 Law Clerk.

Action: Over to the meeting of October 3, 1977.

40454-77 Special Report regarding William Kunz.

Action: Adopt Staff Report. Place the name of William C. Kunz on the

RECRUITMENT AND EXAMINATIONS: (continued)

following eligible lists: 8306 Senior Deputy Sheriff, List P-10, Rank 4, 726.00 points and 8308 Sheriff's Sergeant, List P-5, Rank 7, 724.91 points. Offer appointment subject to vacancies and under the rule of one (these lists were adopted on December 29, 1976).

- 40456-77 Appeal of Department of Public Health Decentralized Personnel Unit Staff denial of protest of Qualification Appraisal Rating for Class 2322 Head Nurse (Central Office).

Action: Off calendar.

- 40457-77 Appeal of staff denial of request that the examination for Class 7318 Electronic Maintenance Technician be given on a promotional basis from Class 7367 Radio Technician.

Action: Over to the meeting of October 3, 1977.

- 40458-77 Appeal of staff denial to allow Daniel McCarthy into the examination process for Class 7318 Electronic Maintenance Technician and Class 7287 Supervising Electronic Maintenance Technician.

Action: Over to the meeting of October 3, 1977.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 19, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5898-77 John C. Owens, 9160 Assistant Transit Dispatcher, 35/P-3, Public Utilities Commission, San Francisco Municipal Railway, 8/18/77.

Action: Over to the meeting of October 3, 1977.

5899-77 Allan M. Haselkorn, 9163 Transit Operator, 10/E-102, Public Utilities Commission, San Francisco Municipal Railway, 8/22/77.

Action: Over to the meeting of October 3, 1977. Refer to Civil Service Commission Examining Physician before next meeting.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5900-77 Jerry L. Wilson, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 7/21/77.

August 15, 1977 : Over to the meeting of September 19, 1977.

Action: Over to the meeting of October 3, 1977.

5901-77 Tyrone Blake, 9910 Public Service Trainee, CETA, Public Utilities Commission San Francisco Municipal Railway, 8/16/77.

September 6, 1977 : Over to the meeting of September 19, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5902-77 William H. Garrett, Jr., 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/15/77.

September 6, 1977 : Over to the meeting of September 19, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5903-77 William Handelsman, 9704 Manpower Specialist II, CETA, Mayor's Office of Employment and Training, 8/11/77.

September 6, 1977 : Over to the meeting of September 19, 1977.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Future employment subject to medical clearance by Civil Service Commission Medical Examiner.

5904-77 Ervin Moses, 7560 Field Conservation Aide, CETA, San Francisco Port Commission, 8/30/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5905-77 Barbara J. Crenshaw, 2312 Licensed Vocational Nurse, CETA, Department of Public Health, 5/8/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5906-77 Rudolfo Barriga, 7560 Field Conservation Aide, CETA, Department of Public Works, 8/24/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5907-77 Christina Granero, 1706 Telephone Operator, 10/E-11, (Rule of Three), Department of Public Works, 8/12/77.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Department of Public Works.

5908-77 Robert McGee, 2714 Janitor, 70/E-59, Recreation and Park Department, 9/7/77.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5909-77 Ray Buckner, 2709 School Custodian, 133/E-52, San Francisco Unified School District, 8/31/77.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to San Francisco Unified School District.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5910-77 Paul Chapman, 2302 Orderly, 12/E-293, Department of Public Health, 8/30/77.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Future employment subject to medical clearance by Civil Service Commission Medical Examiner.

5911-77 Charles Ramsey, 2708 Custodian, 38/E-59, Department of Public Health, 7/29/77.

Action: Return name to list.

TERMINATION OF PROBATIONARY APPOINTMENTS: (promotive)

5912-77 Willie Joe Terry, 7514 General Laborer, 48/P-3, Public Utilities Commission, San Francisco Municipal Railway, 8/31/77.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

RESIGNATIONS:

5913-77 Scarlett Kirk, 2830 Public Health Nurse, 4/E-41, Department of Public Health, 6/17/77.

Action: Approve.

5914-77 Robert Breeding, 2312 Licensed Vocational Nurse, CETA, Department of Public Health, 8/23/77.

Action: Approve. Not to be certified again to Department of Public Health.

TERMINATION OF TEMPORARY APPOINTMENTS:

5915-77 Peter Ahern, 2425 Radiologic Technologist, 5/E-4, Department of Public Health, 9/12/77.

Action: Over to the meeting of October 3, 1977. Departmental Representative requested to be present.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 3, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Excused: Commissioner Chow
Commissioner Salomon
Commissioner Alioto presided.

DOCUMENTS

OCT 7 1977

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES:

Regular meeting of September 19, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1074-77 Request to reclassify one position in Class 1760 Offset Machine Operator to Class 1762 Senior Offset Machine Operator, Municipal Railway.

Action: Adopt staff report.

1. Reclassify one position in Class 1760 Offset Machine Operator (Sch. 30.3 \$420B505, 914M1098 to Class 1762 Senior Offset Machine Operator (Sch. 31.8 \$449B541, 977M1177). This represents an increase of \$79 per month based on the fifth step of each class.
2. Amend Annual Salary Ordinance Section 735010 to reflect this action when the incumbent is not adversely affected.

ADDENDUM

1193-77 Addendum to Report Number 1193-77 - Requests for Supervisorial Differential Adjustments regarding Salary Standardization Ordinance, Section IV.H.

January 3, 1977 : Adopt staff report. Approve.

May 16, 1977 : Over to the meeting of June 6, 1977.

June 6, 1977 : 1. Rescind action of January 3, 1977.
2. Sustain action of January 3, 1977.
Deny staff report. Approve request of Edmund A. Brodie.

June 20, 1977 : Over to the meeting of August 1, 1977.

August 1, 1977 : Off calendar pending receipt of City Attorney's opinion.

Action: Adopt staff report. Rescind previous Commission action of January 3, 1977 (Staff report 1399-76) relative to Edmund A. Brodie. Deny request of Edmund A. Brodie, 7134 Water Construction and Maintenance Superintendent, for Supervisorial Differential under the provisions of Section IV.H of the Salary Standardization Ordinance.

ADDENDUM

1273-77 Request for reconsideration of staff's denial for IV.H adjustment; reference Staff report No. 1273-77; Addendum to Staff report No. 1273-77.

June 20, 1977 : Over to the meeting of July 5, 1977.

CLASSIFICATION AND PAY: (continued)

July 5, 1977 : Off calendar pending receipt of City Attorney's opinion.

Action: Adopt staff report. Approve requests from employees in classes 7241 School Equipment Warehouse Sub-Foreman and 7245 School Equipment Warehouse Foreman for salary adjustment under the provisions of Section IV(H) Salary Standardization Ordinance, retroactive to July 1, 1975; advise the San Francisco Unified School District to amend its Annual Salary Resolution accordingly.

1438-77 Classification of six newly-budgeted positions in the Fine Arts Museums.

September 6, 1977 : Off calendar.

Action: Over to the meeting of November 7, 1977.

1483-77 Classification of one new position enumerated as A101 Chief Clerk, Legal, in the District Attorney's Office (1977-78 Budget).

Action: Adopt staff report.

1. Establish new class of 1461 Principal Legal Stenographer, (Sch. 34.3 J,Z, \$505B608, 1098M1322) at a salary recommended by the department.
2. Allocate one position enumerated as A101 Chief Clerk, Legal (SC, J \$505-608) to the new class.
3. Amend Annual Salary Ordinance Section 141010 to reflect this action.

1484-77 Survey of positions in the Tape Library, Controller's EDP.

Action: Adopt staff report.

1. Establish new Class 1834 Senior Tape Librarian, EDP (Sch. 28.7 \$391B469, 850M1020) and allocate one position to that class in the Controller's EDP Section.
2. Amend the specification for Class 1833 Tape Librarian to reflect current duties. The department has reviewed and approved these changes.
3. Advise department to submit a request for supplemental appropriation.

1485-77 Request to classify one newly budgeted (1977-78) position at the Office of the County Clerk.

Action: Adopt staff report.

1. Classify one newly budgeted 8108 Senior Legal Process Clerk to B160 Law Clerk (Sch. 35.6 \$1166M1407).
2. Amend Annual Salary Ordinance Section 225010 accordingly.
3. Advise the department to submit a supplemental appropriation.

1488-77 Survey of one vacant position in Class 1446 Senior Clerk Stenographer San Francisco Community College District, Community College Centers Division.

Action: Deny staff report.

CLASSIFICATION AND PAY: (continued)

1489-77 Classification of one proposed new position at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one proposed new permanent position as 1242 Personnel Analyst (Sch. 36.9 \$1240M1496).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution following budgetary approval of this new position.

1491-77 Classification of one newly budgeted Class 1630 Account Clerk position at the Children's Center of the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one position in Class 1630 Account Clerk (Sch. 24.6 \$325-390).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1492-77 Amendments and retitling of the class specifications for three classes in the Keypunch Operator series.

Action: Adopt Staff Report.

1. Retitle class specifications for three levels of Keypunch Operator as follows:

<u>CURRENT</u>	<u>SALARY SCHEDULE</u>	<u>RECOMMENDED</u>
1720 Keypunch Operator	26.7 \$357B428	1720 Data Entry Operator
1721 Senior Keypunch Operator	28.7 \$391B469	1721 Senior Data Entry Operator
1727 Supervising Keypunch Operator	30.7 \$428B514	1727 Supervising Data Entry Operator

2. Amend class specifications as recommended in the staff report.
3. Amend Salary Ordinance Sections: 124010, 511010, 557010, 661010, 669010C, 70610, 775050A.
4. Grant status and status rights to permanent and temporary incumbents and eligibles in these classes.

IN-SERVICES ACTIVITIES

2540-77 Appeal of Medical Rejection for Class 7334 Stationary Engineer from Alexander Buick.

August 1, 1977 : Adopt Staff Report. Refer to medical appeals.

Action: Sustain the decision of the Civil Service Commission Examining Physician.

IN-SERVICES ACTIVITIES (continued)

2598-77 Proposed amendments to Civil Service Commission Rule 31 - Overtime.

August 15, 1977 : Post for adoption at the meeting of
September 19, 1977.

September 19, 1977 : Over to the meeting of October 3, 1977.

Action: Over to the meeting of October 17, 1977.

2605-77 Request for appointment above the entrance rate for two employees
in Class 8178 Senior Attorney, District Attorney's Office.

Action: Deny Staff Report regarding appointment of Judith Ford and
Stephen Robbins.

2640-77 Appeal of staff denial of request for appointment above the entrance
rate for four employees in Class 9972 School Community Relations
Assistant.

Action: Adopt Staff Report. Deny Appeals of Richard Mesta, Josephine Perez,
Rosiello Smith and Joanna Pak.

2662-77 Special Report. Resignation of Thomas M. Crabtree.

Action: Adopt Staff Report. Notify Director of Airports to submit
supplemental timeroll.

MISCELLANEOUS:

3036-77 From the heads of various departments requesting authorization to
make non-civil service appointments:

Oral Authorization Numbers:	1082 - 1083	6281 - 6295
	1664 - 1673	8682 - 8685
	4786 - 4876	9453 - 9550

Action: Approve.

3037-77 Requests from departments to backdate requisitions:

E-70305	Deputy Chief	9/8/77	S.F. Police Department
TX-70264	1424 Clerk Typist	8/1/77	Dept. of Social Services
T70360	1424 Clerk Typist	9/6/77	S.F. Unified School District
T70358	1424 Clerk Typist	9/6/77	S.F. Unified School District
T70349	1426 Clerk Typist	9/6/77	S.F. Unified School District
T70348	1426 Clerk Typist	8/29/77	S.F. Unified School District
T70399	2708 Custodians (CETA)	8/19/77	Dept. of Public Works - Bureau of Building Repairs.

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40347-77 Appeal of Department of Public Health Decentralized Personnel Unit Staff denial of protest of Qualification Appraisal Rating for Class 2930 Psychiatric Social Worker.

Action: Adopt Staff Report. Deny appeal of Susan Schneider.
(The Commission denied the appellant's request for continuance.)

40414-77 Appeal of staff denial of protest of qualifications appraisal interview for Class 1118 Commercial Division Manager.

August 15, 1977 : Over to the meeting of October 3, 1977.

Action: Over to the meeting of October 17, 1977.

40435-77 Appeal of Staff denial on unsatisfactory rating given to Mr. Ernest Krause on background investigation for Class 8304, Deputy Sheriff.

September 19, 1977 : Over to the meeting of October 3, 1977.

Action: Over to the meeting of November 7, 1977.

40449-77 Appeal of staff's denial of protest regarding terms of the promotive examination for Class 3634 Librarian III.

September 19, 1977 : Over to the meeting of October 3, 1977.

Action: Over to the meeting of October 17, 1977.

40453-77 Appeal of staff action as to disqualifications in examinations for Class B152 Court Room Clerk and Class B160 Law Clerk.

September 19, 1977 : Over to the meeting of October 3, 1977.

Action: Adopt Staff Report. Deny appeal of William Sweeney.

40456-77 Request for reconsideration of the Department of Public Health Decentralized Personnel Unit of staff denial of appeal in the oral examination for Class 2322 Head Nurse (Central Office).

September 19, 1977 : Off calendar.

Action: Adopt Staff Report. Deny appeal of Juanita Tate.

40457-77 Appeal of staff denial of request that the examination for Class 7287 Supervising Electronic Maintenance Technician be given on a promotional basis from Class 7367 Radio Technician.

Action: Deny appeal to hold promotive examination. Examination to be conducted on an entrance basis. Incumbents in Classes 7367 Radio Technician and 7368 Senior Radio Technician will be eligible to participate in the entrance examination. Consider applications of Radio Technician and Senior Radio Technician as timely.

RECRUITMENT AND EXAMINATIONS: (continued)

40458-77 Appeal of staff denial to allow Daniel McCarthy into the examination process for Class 7318 Electronic Maintenance Technician and Class 7287 Supervising Electronic Maintenance Technician.

September 19, 1977 : Over to the meeting of October 3, 1977.

Action: Adopt Staff Report. Deny appeal of Daniel McCarthy.

40464-77 Appeal of Qualifications Appraisal Interview below passing score for Assistant Counselor, Juvenile Hall (Class 8316) and Counselor, Juvenile Hall (Class 8320).

Action: (In executive session) Schedule new qualification appraisal interview for Aaron Brown and Daniel Ostrow.

40467-77 Appeal of staff's denial of protest of Qualifications Appraisal Rating for Class 1212 Timeroll Audit Clerk and Class 1220 Payroll Clerk.

Action: Adopt Staff Report. Deny appeal of Peggy McCarthy.

40468-77 Appeal of below passing score on Qualifications Appraisal Interview for Class 8320 Counselor, Juvenile Hall.

Action: Schedule new Qualifications Appraisal Interview for Jeffrey Lew.

40476-77 Appeals of staff denial of protests on Qualifications Appraisal Interview Ratings for Class 1654 Principal Accountant.

Action: 1. Appeals of Juliet S. Tolentino and Gloria Tanigue over to the meeting of October 17, 1977.

2. All other appeals under submission - decision to be announced at a future date. Attorney to prepare and submit written material for the Commissioner's review.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 3, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5916-77 Allan M. Haselkorn, 9163 Transit Operator, 10/E-102, Public Utilities Commission, San Francisco Municipal Railway, 8/22/77.

September 19, 1977 : Over to the meeting of October 3, 1977.
Refer to Civil Service Commission Examining Physician before next meeting.

Action: Deny appeal. Approve automatic resignation. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

5917-77 John C. Owens, 9160 Assistant Transit Dispatcher, 35/P-3, Public Utilities Commission, San Francisco Municipal Railway, 8/18/77.

September 19, 1977 : Over to the meeting of October 3, 1977.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position.

5918-77 John Joseph Murphy, 3416 Gardener, 91.5/P-4, Recreation and Park Department, 8/8/77.

Action: Over to the meeting of October 17, 1977.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5919-77 Jerry L. Wilson, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 7/21/77.

August 15, 1977 : Over to the meeting of September 19, 1977.

September 19, 1977 : Over to the meeting of October 3, 1977.

Action: Approve. No future employment with the City and County of San Francisco.

5920-77 Mary Honeysett, 1426 Senior Clerk Typist, CETA, District Attorney's Office, Family Support Bureau, 9/8/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Future employment subject to medical psychiatric clearance by the Civil Service Commission Examining Physician.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5921-77 Donald L. Smith, S102 Conductor, 492/E-111, Public Utilities Commission, San Francisco Municipal Railway, 3/8/77.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Public Utilities Commission.

5922-77 James D. Moore, 2709 School Custodian, 19/E-54, San Francisco Community College District, 9/22/77.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to San Francisco Community College District.

RESIGNATIONS:

5923-77 Genevieve Panichella, 1446 Senior Clerk Stenographer, 5/E-107, San Francisco Unified School District, 9/14/77.

Action: Approve. Not to be certified again to the San Francisco Unified School District.

5924-77 Alfred Lewis, 2522 Senior Morgue Attendant, V6/E-3, Department of Public Health, San Francisco General Hospital, 7/8/77.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

5925-77 Patricia Ann Roan, 1424 Clerk Typist, 32/E-1, Department of Public Health, San Francisco General Hospital, 8/26/77.

Action: Approve. No future employment with the City and County of San Francisco.

TERMINATION OF TEMPORARY APPOINTMENTS:

5926-77 Peter Ahern, 2425 Radiologic Technologist I. 5/E-4, (Rule of Three), Department of Public Health, San Francisco General Hospital, 9/12/77.

September 19, 1977 : Over to the meeting of October 3, 1977.
Departmental Representative requested
to be present.

Action: Approve. Participation in future examination in the Radiologic Technologist series subject to the review and approval of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 17, 1977 - 2:00 P.M.

DOCUMENTS

OCT 24 1977

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Chow
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Alioto presided.

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES:

Regular meeting of October 3, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1502-77 Classification of new positions and reclassification of existing positions, Department of Social Services.

Action: Adopt staff report as amended.

1503-77 Classification of five newly budgeted 8262 Criminalist Positions (1977-78 budget) San Francisco Police Department.

Action: Adopt Staff Report.

1. Classify one newly budgeted 8262 Criminalist position (Sch. 45.3 \$846B1022, 1840M2223) as requested.
2. Classify four new positions budgeted in Class 8262 Criminalist in the lower level Class 8260 Assistant Criminalist (Sch. 40.3 \$668B807, 1453M1755). (This represents a salary savings of \$1872 per month at the maximum step).
3. Amend Salary Ordinance Section 161011 to reflect these changes.

1508-77 Classification of a newly budgeted 1424 Clerk Typist position located at the San Francisco Community College District.

Action: Adopt Staff Report.

1. Classify one newly budgeted 1424 Clerk Typist (Sal. Sch. 24.7 \$326-391 bw) as a 1424 Clerk Typist.
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1511-77 Classification of one new position enumerated as A101 Curator of Education in the Zoo Division of the Recreation and Park Department (1977-78 budget).

Action: Adopt Staff Report.

1. Establish new Class 3360 Curator of Zoological Exhibits (Sch. J, Z 38.4 \$611B738, 1329M1605) at a salary recommended by the department.
2. Allocate one position enumerated as A101 Curator of Education (SC, J \$611-738) to the new class.

CLASSIFICATION AND PAY: (continued)

3. Amend Annual Salary Ordinance Section 652010 to reflect this action.

1512-77 Classification of ten new positions (1977-78 budget) and one new position (1976-77 budget) for the Department of Public Health, Division of Out-Patient and Community Services.

Action: Adopt Staff Report.

1. Allocate positions as follows:

<u>BUDGETED CLASS</u>	<u>RECOMMENDATION</u>
SECTION 557010	
1-A135 Clinical Pharmacist	1-2454 Clinical Pharmacist South of Market Center (Sch. 45.7 \$1875M2266)
2-A119 Unit Manager	2-1842 Management Assistant Family Health Center & Child Health Center. (Sch. 34.9 \$1129M1359)
1-A119 Unit Manager	1-1844 Senior Management Assistant Adult Health Center (Sch. 37.9 \$1296M1568)
3-A122 Appointment Registra- tion Clerk	3-1404 Clerk (Sch. 25.1 \$722M866)
1-A122 Appointment Registra- tion Clerk (Budgeted 1976-77)	1-1404 Clerk (Sch. 25.1 \$722M866)
1-A145 Sr. Appointment & Registration Clerk	1-1406 Sr. Clerk (Sch. 27.6 \$809M906) Family Health Center)
1-A124 Clinical Director	1-2250 Director of Clinical Services Potrero Health Center (Sch. 55.9, \$3047M3693)
SECTION 557018	
1-2920 Medical Social Worker	1-2920 Medical Social Worker- Potrero Hill Health Center (Sch. 39.4, \$1399M1681)

2. Amend Annual Salary Ordinance Sections 557010 and 557018 accordingly; advise department to submit companion supplemental appropriation.

1513-77 Survey of one vacant position in Class 9392 Regional Trade Promotion Representative, Port.

Action: Adopt Staff Report.

1. Establish new Class 9376 Market Research Specialist, Port (Sch. 40.9 J, Z \$688B830, 1496M1805) at a rate recommended by the department.
2. Reallocate one position in Class 9392 Regional Trade Promotion Representative, Port (Sch. 40.9 \$688B830, 1496M1805) to the new class.
3. Abolish Class 9392 Regional Trade Promotion Representative, Port (Sch. 40.9 \$688B830, 1496M1805).
4. Amend Annual Salary Ordinance Section 775010C to reflect this action. (This reclassification represents no change in costs).
5. Advise department to submit a supplemental appropriation.

CLASSIFICATION AND PAY: (continued)

1514-77 Reclassification of eleven positions in Class 9112 Fare Collections Teller to 9116 Senior Fare Collections Receiver, Municipal Railway.

Action: Adopt Staff Report.

1. Reclassify eleven positions in Class 9112 Fare Collections Teller (Sch. 34.8 \$517B622, 1124M1353) to 9116 Senior Fare Collections Receiver (Sch. 34.8 \$517B622, 1124M1353). (No change in costs).
2. Abolish Class 9112 Fare Collections Teller.
3. Amend Annual Salary Ordinance Section 735010 to reflect these actions.
4. Advise department to submit a supplemental appropriation request.

1516-77 Retitling and amendment of Class 5330 City Planning Graphics Aide Supervisor.

Action: Adopt Staff Report.

1. Retitle Class 5330 City Planning Graphics Aide Supervisor to 5330 City Planning Graphics Supervisor.
2. Amend class specification.
3. Amend Annual Salary Ordinance Section 119010 accordingly.

IN-SERVICES ACTIVITIES

2598-77 Proposed amendments to Civil Service Commission Rule 31 - Overtime.

August 15, 1977 : Post for adoption at the meeting of September 19, 1977.

September 19, 1977 : Over to the meeting of October 3, 1977.

October 3, 1977 : Over to the meeting of October 17, 1977.

Action: Adopt as amended.

2617-77 Request for appointment above the entrance rate for three employees of the Model Cities Agency.

September 19, 1977 : Off Calendar

Action: Refer to staff for further study.

2623-77 Appeal of denial of leave of absence by the Department of Public Works for employee to accept temporary, as-needed employment in Class 5312 Surveyor for the Public Utilities Commission.

Action: Adopt Staff Report. Sustain decision of the Director of Public Works in denying the leave of absence to James Caccia.

IN-SERVICES ACTIVITIES (continued)

- 2641-77 Request for appointment above the entrance rate for employee in Class 7212 Automotive Transit Equipment Supervisor.
- Action: Adopt Staff Report. Approve the permanent appointment of Barney Leader at Step 5 in the compensation schedule established for Class 7212 Automotive Transit Equipment Supervisor pending the Controller's certification that funds are available.
- 2665-77 Appeal of denial of a leave of absence by the Treasurer's Office for employee to accept temporary employment in another city department.
- Action: Adopt Staff Report. Approve leave of absence for Chris de Tavernier to accept temporary appointment in Class 1202 Personnel Clerk in the Retirement System.
- 2677-77 Appeal of Medical Rejection from Victor A. Cornelius for Class 2526 Ambulance Driver.
- Action: Off Calendar. Refer to the medical examiner to review new medical report.
- 2681-77 Appeal of denial of leave of absence by the Department of Public Works for employee to accept temporary employment in Class 7276 Electrician Supervisor II in the Department of Electricity.
- Action: Adopt Staff Report. Sustain decision of the Director of Public Works in denying the leave of absence to Edwin T. Conway.
- 2688-77 Appeal of being placed on sick leave from Benny Jones, 7514 Laborer, Public Utilities Commission.
- Action: Adopt Staff Report. Grant appeal. Refer Mr. Jones to the Retirement System Compensation Division.
- 2689-77 Resolution of commendation for James A. Childs, Department of Public Health upon his retirement.
- Action: Adopt.

MISCELLANEOUS:

- 3038-77 From the heads of various departments requesting authorization to make non-civil service appointments:
- | | | |
|-----------------------------|-------------|-------------|
| Oral Authorization Numbers: | 1084 - 1089 | 4877 - 4942 |
| | 1674 - 1699 | 6296 - 6309 |
| | | 9551 - 9602 |
- Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40332-77 Appeal of Department of Public Health Decentralized Personnel Unit staff's denial of appeal concerning the provisions of the promotive examination announcement for Class 2246 Assistant Director of Clinical Services I, Children's Programs.

RECRUTIMENT AND EXAMINATIONS: (continued)

Action: Adopt Staff Report. Deny appeal of Robert W. Surber.

40414-77 Appeal of staff denial of protest of qualifications appraisal interview for Class 1118 Commercial Division Manager.

August 15, 1977 : Over to the meeting of October 3, 1977.

October 3, 1977 : Over to the meeting of October 17, 1977.

Action: Over to the meeting of November 7, 1977. Commissioner Tarantino appointed a committee of one to review tape of oral interview.

40449-77 Appeal of staff's denial of protest regarding terms of the promotive examination for Class 3634 Librarian III.

September 19, 1977 : Over to the meeting of October 3, 1977.

October 3, 1977 : Over to the meeting of October 17, 1977.

Action: Adopt Staff Report. Deny appeal of Alice Jacobs.

40476-77 Appeals of staff denial of protests on qualifications appraisal interview ratings for Class 1654 Principal Accountant.

October 3, 1977 : 1. Appeals of Juliet S. Tolentino and Gloria Tanigue over to the meeting of October 17, 1977.
2. All other appeals under submission - decision to be announced at a future date. Attorney to prepare and submit written material for the Commissioner's review.

Action: Adopt Staff Report.

1. Deny appeals of Juliet S. Tolentino and Gloria Tanigue.

2. Regarding matters taken under submission at the meeting of October 3, 1977. Deny appeals of Minda C. Ballete, Leo D. Dinneen, Tony Tah-Paw Fang, Adelarde A. Najarro, Genieve C. Najarro, Helen H. Sun, Efren E. Velasco, and Wai Hing Sito.

40494-77 Appeal of staff's denial of protest of the 9971 Community Worker Oral Appraisal examination.

Action: Off Calendar.

40496-77 Protests on ratings in the examinations for 1240 Assistant Personnel Analyst, 1242 Personnel Analyst and 1244 Senior Personnel Analyst.

Action: (In executive session) Deny protest.

40215-77 Q-2 Police Officers Special Report.

Action: 1. Appeal of medical rejection from Tom Peterson. Refer to the Police Surgeon for evaluation and final determination.

RECRUITMENT AND EXAMINATIONS: (continued)

2. Appeal of medical rejection from Robert Selby:
Off Calendar.
3. Appeal of background disqualification from Jerry Tanaka:
Sustain background disqualification. (Vote 3 to 1:
Commissioner Chow dissents).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 17, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5927-77 John Joseph Murphy, 3416 Gardener, 91.5/P-4, Recreation and Park Department, 9/8/77.

October 3, 1977 : Over to the meeting of October 17, 1977.

Action: Over to the meeting of November 7, 1977.

5928-77 Norma A. Alvarado, 1424 Clerk Typist, 89/E-172, Department of Public Health, San Francisco General Hospital, 9/6/77.

Action: Deny appeal. Approve automatic resignation.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5929-77 Clarence Johnson, Jr. 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 9/30/77.

Action: Over to the meeting of November 7, 1977.

5930-77 Warren K. Potter, 8207 Building and Grounds Patrolman, CETA, Public Utilities Commission, San Francisco Municipal Railway, 9/27/77.

Action: Over to the meeting of November 7, 1977.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5931-77 Dina Ross, 1446 Senior Clerk Stenographer, 3/E-92, Juvenile Court, Probation, 9/29/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Juvenile Court.

5932-77 R. Hans Westphal, S-104 Motorman, 186/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/16/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Public Utilities Commission.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5933-77 Thomas F. O'Reilly, 2709 School Custodian, 11/E-54, San Francisco Unified School District, 9/27/77.

Action: Over to the meeting of November 7, 1977.

5934-77 Cassie White, 2320 Registered Nurse, 5/E-426, Department of Public Health, San Francisco General Hospital, 9/23/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Department of Public Health, San Francisco General Hospital.

RESIGNATIONS:

5935-77 Grace Knox, 1720 Key punch Operator, 86/E-6, Department of Public Health, San Francisco General Hospital, 8/20/77.

Action: Approve.

TERMINATION OF TEMPORARY APPOINTMENTS:

5936-77 Gregory Young, 2709 School Custodian, 101/E-53, San Francisco Unified School District, 9/27/77.

Action: Over to the meeting of November 7, 1977.

5937-77 Helen Ng, 1404 Clerk, 235/E-14, Department of Finance and Records, County Clerk's Office, 9/30/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to Finance and Records, County Clerk's Office.

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CALIFORNIA - HONOLULU

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DOCUMENTS

REGULAR MEETING - PART I

SAN FRANCISCO
PUBLIC LIBRARY

NOVEMBER 7, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Chow
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Alioto presided.

MINUTES

Regular meeting of October 17, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1339-77 Amendment and retitling of the specification for Class 7366 Tele-Communications Technician.

Action: Adopt Staff Report.

1. Amend and retitle the specification for Class 7366 Telecommunications Technician (\$742 BW Flat) to 7366 Electronic Control Systems Technician (\$742 BW Flat).
2. Amend Salary Ordinance Section 231010 to reflect this action.
3. Grant status and status rights to incumbents and eligibles in Class 7366 Telecommunications Technician. This action represents no change in cost.

1438-77 Classification of six newly-budgeted positions in the Fine Arts Museums.

September 6, 1977 : Off calendar

October 3, 1977 : Over to the meeting of November 7, 1977.

Action: Adopt Staff Report.

1. Create the following three new classifications, adopt class specifications and allocate four positions to the new classes as follows:
 - a) 1-3585 Deputy Director for Education and Exhibitions, Museums (Sch. 48.5) J, Z \$984B1191; \$25,682Y31,085.
 - b) 1-3587 Deputy Director for Administration & Development, Museums (Sch. 48.5) J, Z \$948B1191; \$25,682Y31,085.
 - c) 2-3547 Curator V (Sch. 44.7) J, Z \$822B994; \$21,454Y25,943.
2. Allocate two new positions to existing classes as follows:
 - a) 1-3630 Librarian I (Sch. 33.4) \$485B683; \$12,659Y15,216.
 - b) 1-7335 Senior Stationary Engineer (Sch. 40.9) \$688B850; \$17,957Y21,663.

CLASSIFICATION AND PAY: (continued)

3. Amend Annual Salary Ordinance Sections to reflect these actions.
4. Abolish Classes:
 - a) 3585 Assistant Director for Collections, Museums
 - b) 3586 Assistant Director for Education, Museums
 - c) 3588 Assistant Director for Administration, Museums
5. Advise Department to submit a Supplemental Appropriation.

Note: Adoption of these recommendations will result in a salary savings of \$9,606 a year compared to the amounts budgeted, based on the fifth step.

1532-77 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by the "Z" symbol.

Action: Adopt Staff Report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated.

1536-77 Request for Supervisorial Differential Adjustments regarding Salary Standardization Ordinance, Section IV.H.

Action: Adopt Staff Report as amended. Approve. (Delete request of the District Attorney regarding Rita Kaplan.)

1547-77 Reclassification of one position, Civil Service Personnel Department.

Action: Adopt Staff Report.

1. Establish new Class 1277 Assistant Division Manager Salary Standardization and Employee Relations (Sch. 47.6, J, Z \$943B1141, 2051M2482).
2. Reallocate one vacant position in Class 1248 Assistant Division Manager, Personnel (Sch. 47.6 J, Z \$943B1141, 2051M2482) to the new class.
3. Amend Annual Salary Ordinance Section 121010 to reflect this action.. (This reclassification represents no change in costs.)
4. Advise department to submit a Supplemental Appropriation Request.

1548-77 Request to reclassify one 1650 Accountant in the Office of the Tax Collector.

Action: Adopt Staff Report.

1. Reclassify one position in Class 1650 Accountant (Sch. 32.8 \$471B567, 1024M1233) to Class 1652 Senior Accountant (Sch. 36.8 \$567B684, 1233M1488). This represents a cost increase of \$255 a month based on the fifth step.
2. Amend Annual Salary Ordinance Section 261010 when it will not adversely affect the incumbent.

CLASSIFICATION AND PAY: (continued)

1549-77 Classification of three budgeted positions (1977-78 budget) in the Electronic Data Processing Department, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify three newly budgeted positions at the San Francisco Unified School District as follows:
 - a) 1-1862 Systems and Procedures Analyst (Sal. Sch. 38.0, Z, \$599B724; 1303M1575).
 - b) 2-1864 Senior Systems and Procedures Analyst (Sal. Sch. 41.0, Z, \$691B834; 1503M1814). (This represents no change in costs).
2. Advise the District to amend its Annual Salary Resolution Accordingly.

1550-77 Reclassification of one vacant part-time position in Class 8320 Counselor Juvenile Court.

Action: Adopt Staff Report.

1. Reclassify one vacant part-time position in Class 8320 Counselor, Juvenile Hall (Sch. 33.2 \$480B578; 1044M1257. (Maximum part-time salary \$940M for 30 hours per week) to Class 1424 Clerk-Typist (Full Time) (Sch. 24.7 \$326B391; 709M850). (This represents a savings of \$90 per month based on the fifth step.)
2. Amend Annual Salary Ordinance Section 186010 to reflect this action.
3. Advise the department to submit a Supplemental Appropriation Request.

1552-77 Classification of one newly budgeted 1426 Senior Clerk Typist located at the Business Manager's Office, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one newly budgeted 1426 Senior Clerk Typist position as Class 1426 Senior Clerk Typist (Sal. Sch. 26.7 \$357-428 bw).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1553-77 Classification of two newly budgeted Class 1630 Account Clerk positions and one newly budgeted Class 1220 Payroll Clerk position at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify two positions in Class 1630 Account Clerk (Sal. Sch. 24.6 \$325-390).
2. Classify one position in Class 1220 Payroll Clerk (Sal. Sch. 26.6 \$356-426).
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY: (continued)

1554-77 Submission to the Board of Supervisors of Wage Scales - private employment on public contracts under provisions of Section 7.204 of Charter.

Action: Adopt Staff Report and forward to the Board of Supervisors.

IN-SERVICE ACTIVITIES:

2605-77 Reconsideration of Civil Service Commission action of October 3, 1977 - Request for appointment above the entrance rate for two employees in Class 8178 Senior Attorney, District Attorney's Office.

October 3, 1977 : Deny Staff Report regarding appointment of Judith Ford and Stephen Robbins.

Action: Adopt Staff Report.

1. Approve the permanent appointment of Judith Ford at Step 4 in the compensation schedule for Class 8178 Senior Attorney pending the Controller's certification that funds are available.
2. Approve the permanent appointment of Stephen Robbins at Step 3 in the compensation schedule established for Class 8178 Senior Attorney pending the Controller's certification that funds are available.

2617-77 Request for appointment above the entrance rate for three employees of the Model Cities Agency.

September 19, 1977 : Off Calendar

October 17, 1977 : Refer to staff for further study.

Action: Deny staff report.

1. Disapprove request to appoint Larry Del Carlo and John Harris at Step 5 in the compensation schedule established for Class 9411 Citizen Participation/Rehabilitation Monitor.
2. Disapprove request to appoint Michael Griffin at Step 3 in the compensation schedule established for Class 9403 Program Monitor II. (Vote of 3 to 1 Commissioner Powell dissents.)

2698-77 Request for appointment above the entrance rate for employee in Class 8180 Principal Attorney.

Action: Adopt Staff Report. Approve the permanent appointment of Richard S. Miller at Step 4 of the compensation schedule established for Class 8180 Principal Attorney pending the Controller's certification that funds are available.

2706-77 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 7345 Electrician.

Action: Over to the meeting of November 21, 1977.

IN-SERVICE ACTIVITIES: (continued)

2711-77 Appointment of James Nerney to Class 1864 Senior Systems and Procedures Analyst.

Action: Adopt Staff Report. Approve the temporary appointment as an 1864 Senior Systems and Procedures Analyst allowing him to complete probation in Class 1872 Programmer Analyst.

2712-77 Request to backdate certification of two employees in Class 7313 Automotive Machinist.

Action: Adopt Staff Report.

1. Backdate the certification of Frank Calvo to a permanent position in Class 7313 Automotive Machinist, Purchasing Department, effective June 3, 1977 for all purposes.
2. Backdate the certification of Wayne Weathers to a permanent position in Class 7313 Automotive Machinist, San Francisco Water Department, effective June 3, 1977 for all purposes.

2718-77 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 8174 Attorney.

Action: Adopt Staff Report. Approve the appointment of Patrick S. McGovern at Step 3 in the compensation schedule established for Class 8174 Attorney pending the Controller's certification that funds are available.

2724-77 Appointment of employees to positions in Class 1244 Senior Personnel Analyst.

Action: Adopt Staff Report. Approve the request of the General Manager, Personnel to permit Albert Walker and Roberta McDonough to serve probationary periods in Class 1244 Senior Personnel Analyst while on leave to temporary positions in another classification.

2725-77 Resolution of commendation for William Jack Chow.

Action: Over to the meeting of November 21, 1977.

MISCELLANEOUS:

3039-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	1090	6310 - 6339
	1700 - 1719	8686
	4943 - 5002	9603 - 9700

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40414-77 Appeal of staff denial of protest of qualifications appraisal interview for Class 1118 Commercial Division Manager.

August 15, 1977 : Over to the meeting of October 3, 1977.
October 3, 1977 : Over to the meeting of October 17, 1977.
October 17, 1977 : Over to the meeting of November 7, 1977.
Commissioner Tarantino appointed a committee of one to review tape of oral interview.

Action: Off calendar.

40435-77 Appeal of staff denial on unsatisfactory rating given to Mr. Ernest Krause on background investigation for Class 8304, Deputy Sheriff.

September 19, 1977 : Over to the meeting of October 3, 1977.
October 3, 1977 : Over to the meeting of November 7, 1977.

Action: (In executive session) Refer through the medical examiner for evaluation and recommendation at the Commission's expense.

40505-77 Appeal of written examination as part of Class 8322 Senior Counselor testing.

Action: Over to the meeting of November 21, 1977.

40506-77 Special Report. David Shore.

Action: Place under waiver on all lists on which he has or may attain standing for a period of at least one year. At Mr. Shore's request, this waiver may be removed with the approval of the General Manager, Personnel after he has reviewed Mr. Shore's employment and personal history during this period.

40507-77 Appeal from medical disqualifications; H2 Firefighter Examination (List E25).

Action: Over to the meeting of November 21, 1977.

40508-77 Appeal from medical disqualification; H2 Firefighter Examination.

Action: Refer George Creedon to medical appeals specialist at the Commission's expense.

40509-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

Action: Off Calendar.

40510-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

Action: Off Calendar. New information submitted by Robert Marder to be reviewed by the Fire Surgeon.

RECRUITMENT AND EXAMINATIONS: (continued)

40511-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

Action: Over to the meeting of November 21, 1977.

40512-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

Action: Over to the meeting of November 21, 1977.

40513-77 Supplemental Appropriation, 951 Police and Fire Examinations.

Action: Approve and forward to the Office of the Mayor.

40520-77 Appeal of staff denial on unsatisfactory rating given to Thomas H. Jackson on background investigation for Class 8304 Deputy Sheriff.

Action: Over to the meeting of December 5, 1977.

40215-77 Q-2 Police Officers Special Report.

No business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 7, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5938-77 Thomas F. O'Reilly, 2709 School Custodian, 11/E-54, San Francisco Unified School District, 9/27/77.

October 17, 1977 : Over to the meeting of November 7, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5939-77 Patricia Ann Wilds, 1424 Clerk Typist, 1/E-2, San Francisco Community College District, 10/28/77.

Action: Return name to list.

5940-77 Lewis Smith, Jr. S102 Conductor, 481/E-111, Public Utilities Commission, San Francisco Municipal Railway, 9/7/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5941-77 Henry V. Hogue, 7338 Lineworker, 10/E-8, Public Utilities Commission, Hetch Hetchy Water & Power, 10/3/77.

Action: (In executive session): Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5942-77 Stephen Healy, 3410 Assistant Gardener, 154/E-6, Recreation and Park Department, 10/25/77.

Action: Return name to list under waiver of appointment. This waiver to remain in effect until medically cleared by the Civil Service Commission Medical Examiner after evidence is submitted of satisfactory progress in a rehabilitation program under the auspices of the City and County Employee Referral Program.

5943-77 John Joseph Murphy, 3416 Gardener, 91.5/P-4, Recreation and Park Department, 9/8/77.

October 3, 1977 : Over to the meeting of October 17, 1977.

October 17, 1977 : Over to the meeting of November 7, 1977.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position after medical clearance by the Civil Service Commission Medical Examiner.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5944-77 Warren K. Potter, 8207 Building and Grounds Patrolman, CETA, Public Utilities Commission, San Francisco Municipal Railway, 9/27/77.

October 17, 1977 : Over to the meeting of November 7, 1977.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5945-77 Clarence Johnson, Jr., 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 9/30/77.

October 17, 1977 : Over to the meeting of November 7, 1977.

Action: Approve. Refer to the Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA. All future employment including certification from any list subject to medical clearance by the Civil Service Commission Medical Examiner after evidence is produced of satisfactory progress in a rehabilitation program under the auspices of the City and County Employee Referral Program. Not to be certified again to Public Utilities Commission.

5946-77 Christine Griffin, 1402 Junior Clerk, CETA, Civil Service Commission, Examination, 10/14/77.

Action: Approve. Refer to the Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA. Not to be certified again to Civil Service Commission.

RESIGNATIONS:

5947-77 Isabel Aleman, 2320 Registered Nurse, 2/E-279, Department of Public Health, Laguna Honda Hospital, 9/27/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six month's work experience outside the City and County service. Not to be certified again to Laguna Honda Hospital of the Department of Public Health.

5948-77 Candy Christian, 1442 Junior Clerk Stenographer, 1/E-77, Department of Social Services, 9/12/77.

Action: Approve. Not to be certified again to Department of Social Services.

5949-77 Vickie McQuin, 1424 Clerk Typist, CETA, Department of Social Services 10/11/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six month's work experience outside the City and County service.

RESIGNATIONS: (continued)

- 5950-77 Ollie Ferguson, 9163 Transit Operator, 548/E-111, Public Utilities Commission, San Francisco Municipal Railway, 9/19/77.
- Action: Approve. Not to be certified again to Public Utilities Commission.
- 5951-77 Marcia S. Phinney, 2320 Registered Nurse, 11/E-293, Department of Public Health, San Francisco General Hospital, 9/13/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six month's work experience outside the City and County service.
- 5952-77 Audrey Nichols, 2320 Registered Nurse, 6/E-214, Department of Public Health, San Francisco General Hospital, 8/25/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six month's work experience outside the City and County service.
- 5953-77 Viola N. Harris, 2302 Orderly, 6/E-289, Department of Public Health, San Francisco General Hospital, 9/27/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of six month's work experience outside the City and County service. Not to be certified again to San Francisco General Hospital of the Department of Public Health.
- 5954-77 Netti J. Glasper, 2302 Orderly, 6/E-274, Department of Public Health, San Francisco General Hospital, 9/13/77.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to San Francisco General Hospital.
- 5955-77 Ruth Lockett, 2302 Orderly, 16/E-281, Department of Public Health, Laguna Honda Hospital, 9/6/77.
- Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

TERMINATION OF TEMPORARY APPOINTMENTS:

- 5956-77 Gregory Young, 2709 School Custodian, 101/E-53, San Francisco Unified School District, 9/27/77.
- October 17, 1977 : Over to the meeting of November 7, 1977.
- Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

TERMINATION OF TEMPORARY APPOINTMENTS: (continued)

5957-77 Salvador C. Manaois, 7409 Electrical Transit Service Worker, 6/E-5, (Rule of Three), Public Utilities Commission, San Francisco Municipal Railway, 10/21/77.

Action: Over to the meeting of November 21, 1977.

5958-77 Austin McCluckey, 2302 Orderly, 7/E-306, Department of Public Health San Francisco General Hospital, 1/7/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 1

NOVEMBER 21, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Commissioner Alioto presided.

MINUTES:

Regular meeting of November 7, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1277-77 Classification of a newly budgeted 1424 Clerk Typist position located at the Mental Health Division, Student Health Service, City College.

Action: Off Calendar.

1567-77 Classification of a newly budgeted 1426 Senior Clerk Typist located at the Chinatown Community College Center.

Action: Adopt Staff Report.

1. Classify one newly budgeted 1426 Senior Clerk Typist position (Sal. Sch. 26.7 \$357-428) as a 1426 Senior Clerk Typist (Sal. Sch. 26.7 \$357-428).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1571-77 Classification of 29 new positions, San Francisco Police Department, (A Supplemental Appropriation Request).

Action: Adopt Staff Report.

1. Classify 29 new positions in the requested classification 8214 Parking Control Officer (Sch. 30.3 \$420B505, 914M1098).
2. Amend Annual Salary Ordinance Section 161011 to reflect this action.

1574-77 Retitling and amendment of class specifications for Classes 6126 Chief, Bureau of Environmental Health Services and 6127 Assistant Chief, Bureau of Environmental Health Services, Department of Public Health.

Action: Adopt Staff Report.

1. Retitle Class 6126 Chief, Bureau of Environmental Health Service (Sch. 45.9, Z, \$870B1052, 1892M2288) to Class 6126 Director, Bureau of Environmental Health Services and amend class specification.

CLASSIFICATION AND PAY: (continued)

2. Retitle Class 6127 Assistant Chief, Bureau of Environmental Health Services (Sch. 43.6, Z, \$781B943, 1699M2051) to Class 6127 Assistant Director, Bureau of Environmental Health Services and amend class specification.
3. Advise department to reflect title changes in their next annual budget. (This action represents no change in costs.) (Vote of 4 to 1: Commissioner Salomon dissents).

1575-77 Classification of one newly budgeted 1404 Clerk position located at the San Francisco Unified School District, Certificated Personnel Department.

Action: Adopt Staff Report.

1. Classify one newly budgeted 1404 Clerk position as Class 1404 Clerk (Sal. Sch. 25.1 \$332-398 bw).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1576-77 Classification of one new position in Class 1406 Senior Clerk, San Francisco Community College District (1977-78 Budget).

Action: Adopt Staff Report.

1. Classify one new position in Class 1406 Senior Clerk (Sch. 27.6, \$809M970).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1583-77 Resolution authorizing the General Manager, Personnel to enter into a contract with the State Personnel Board for the purposes of a salary survey.

Action: Adopt.

IN-SERVICE ACTIVITIES:

2677-77 Appeal of medical rejection from Victor A. Cornelius for Class 2526 Ambulance Driver.

Action: Refer to medical specialist at own expense. (Vote of 3 to 2: Commissioners Alioto and Salomon dissent.)

2706-77 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 7345 Electrician, San Francisco Port Commission.

November 7, 1977 : Over to the meeting of November 21, 1977.

Action: Over to the meeting of December 5, 1977.

2725-77 Resolution of commendation for William Jack Chow.

Action: Adopt.

IN-SERVICE ACTIVITIES: (continued)

2738-77 Appointment of employee in Class 1244 Senior Personnel Analyst.

Action: Adopt Staff Report. Approve.

MISCELLANEOUS:

3041-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1091 - 1095 6340 - 6347 9701 - 9751
 1720 - 1727 5003 - 5037

Action: Approve.

3042-77 Requests from departments to backdate requisitions:

T-72328	7152 Transit Equipment Superintendent	7/19/77	Public Utilities Commission
T-72336	Class 9746 Staff Assistant VII, Special Project	10/26/77	Public Utilities Commission
E7044-E7053	8270 Campus Control Aide	9/7/77	San Francisco Unified School District
E7055	3595 School Aide I	9/7/77	San Francisco Unified School District
E7058	3597 School Aide II	9/7/77	San Francisco Unified School District.
E7054-E7056 E7057	3598 School Aide III	9/7/77	San Francisco Unified School District
P-723	9331 Piledriver Engine Operator	9/1/77	Port of San Francisco

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40475-77 Protest rejection of application for 8238 Police Communications Dispatcher (entrance).

Action: Deny staff report. Grant appeal of Kathleen Luhman.

40505-77 Appeal of written examination as part of Class 8322 Senior Counselor testing.

November 7, 1977 : Over to the meeting of November 21, 1977.

Action: Adopt Staff Report. Deny Appeal. (Vote of 4 to 1: Commissioner Sing dissents).

RECRUITMENT AND EXAMINATIONS: (continued)

- 40507-77 Appeal from medical disqualifications; H2 Firefighter Examination
(List E25 - Andrew J. Chrystal, Jr.)
- November 7, 1977 : Over to the meeting of November 21, 1977.
- Action: Over to the meeting of 12/5/77. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.
- 40509-77 Appeal from medical disqualification; H2 Firefighter Examination
(List E25 - Joseph F. Mc Mackin)
- November 7, 1977 : Off Calendar.
- Action: Over to the meeting of 12/5/77. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.
- 40511-77 Appeal from medical disqualification; H2 Firefighter Examination
(List E25 - Robert N. Territo)
- November 7, 1977 : Over to the meeting of November 21, 1977.
- Action: Over to the meeting of 12/5/77. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.
- 40512-77 Appeal from medical disqualification; H2 Firefighter Examination
(List E25 - Robert J. Thiebaut)
- November 7, 1977 : Over to the meeting of November 21, 1977.
- Action: Over to the meeting of 12/5/77. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.
- 40526-77 Appeal staff's denial of protest of qualifications appraisal interview rating for 1829 Operations Analyst.
- Action: Adopt Staff Report. Deny Appeals of Emma Stokes and Terence Nordyke.
- 40530-77 Appeal of staff denial of protest on qualifications appraisal interview ratings for Class 1652 Senior Accountant.
- Action: 1. Appeal of Virginia Bernal over to the meeting of 12/5/77.
2. Deny Appeal of Alma Chin (Vote of 4 to 1 : Commissioner Sing dissents).
- 40215-77 Q-2 Police Officers Special Report.
- No business.
- 40537-77 Request for approval by Board of Supervisors to hold an examination for one qualified candidate in Class 5177 Safety Officer.
- Action: Approve and forward to the Board of Supervisors.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 21, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEAL OF AUTOMATIC RESIGNATION:

5959-77 Barbara Bell, 1424 Clerk Typist, 96/E-181, S.F. Unified School District, 10/21/77.

Action: Deny appeal. Approve automatic resignation.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5960-77 Jean Bowman, 1424 Clerk Typist, CETA, District Attorney's Office, Family Support Bureau, 10/28/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5961-77 Robert Toliver, 7560 Field Conservation Aide, CETA, S.F. Port Commission, 11/10/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5962-77 Thomas Hamilton, 7463 Utility Plumber Apprentice, Public Utilities Commission, S.F. Water Department, 11/4/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5963-77 Wilfred C. Childress, 9910 Public Service Trainee, CETA, Public Utilities Commission, S.F. Municipal Railway, 10/31/77.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5964-77 Walter Kimball, 2714 Janitor, 73/E-59, Recreation and Park Department, 11/4/77.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5965-77 Alvina Austin, 2302 Orderly, 40/E-307, Department of Public Health, Laguna Honda Hospital, 10/18/77.

Action: Return name to list under waiver of certification. This waiver to remain in effect until medically cleared by The CSC Medical Examiner.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5966-77 Curtis Bryant, 2302 Orderly, 16/E-307, Department of Public Health, Laguna Honda Hospital, 11/13/77.

Action: Return name to list.

5967-77 Patricia Stum, 2320 Registered Nurse, 1/E-379, Department of Public Health, Central Office, 11/4/77.

Action: Return name to list under waiver of certification. This waiver to remain in effect until medically cleared by The CSC Medical Examiner.

5968-77 Carlos Rios, 8204 Institutional Policeman, V34/E-6, Department of Public Health, S.F. General Hospital, 10/26/77.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5969-77 Mary H. Brown, 2903 Eligibility Worker, 1/P-12, Rule of Three, Department of Social Services, 10/25/77.

Action: Off calendar.

RESIGNATION:

5970-77 William Plunk, 2320 Registered Nurse, 4/E-422, Rule of Three, Department of Public Health, San Francisco General Hospital, 10/14/77.

Action: Approve.

TERMINATION OF TEMPORARY APPOINTMENTS:

5971-77 Salvador C. Manaois, 7409 Electrical Transit Service Worker, 6/E-5, Rule of Three, Public Utilities Commission, San Francisco Municipal Railway, 10/21/77.

November 7, 1977: Over to the meeting of November 21, 1977.

Action: Approve. Refer to Employment Counseling to explore other temporary job and examination possibilities.

5972-77 Melody Nash, 2615 School Lunchroom Helper, 207/E-4, San Francisco Unified School District, 10/31/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5052-77 Curtis Jean, S104 Motorman, 339/E-111, Public Utilities Commission,
San Francisco Muncipal Railway, 8/6/75.

Action: Upon adoption by the commission Findings of Fact and Conclusions
of Law will be forwarded to the City Attorney for transmittal to
the Court.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 5, 1977 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Sing
Excused: Commissioner Salomon
Commissioner Alioto presided.

DOCUMENTS

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MINUTES

Regular meeting November 21, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1404-77 Classification survey of the Community College District.

Action: Adopt Staff Report.

1434-77 Reclassification of a vacant 1446 Senior Clerk Stenographer position located at the Employees' Retirement System.

Action: Adopt Staff Report.

1. Reclassify one vacant 1446 Senior Clerk Stenographer position (Sal. Sch. 28.3 \$384-460) to a 1452 Stenographic Secretary (Sal. Sch. 31.5 \$444-534) (This represents a salary increase of \$74.00 bi-weekly at the 5th Step).
2. Amend the Annual Salary Ordinance Section 697010 accordingly.
3. Advise the Department to submit a supplemental appropriation request.

1488-77 Reconsideration of Civil Service Commission Action of October 3, 1977: Survey of one vacant position in Class 1446 Senior Clerk Stenographer, San Francisco Community College District, Community College Centers Division.

October 3, 1977: Deny Staff Report.

Action: Adopt Staff Report. Reclassify one vacant position in Class 1446 Senior Clerk Stenographer (Sch. 28.3 \$835M1001) to Class 1452 Stenographic Secretary (Sch. 31.5 \$966M1161); advise Community College District to amend their Annual Salary Resolution accordingly. (This reclassification will cost \$160 per month at the maximum 1977-78 rates.)

1491-77 Classification of four newly budgeted positions in the City Attorney's Office.

Action: Adopt Staff Report.

CLASSIFICATION AND PAY: (continued)

1. Classify 4 newly budgeted positions in the City Attorney's Office as follows:
 - A. 1-1432 Sr. Transcriber Typist (Sal. Sch. 28.2 \$383B458; 833M996).
 - B. 3-1430 Transcriber Typist (Sal. Sch. 26.2 \$349B418; 759M909). (This represents a savings of \$87 per month for each position based on the 5th Step in the salary schedule.)
2. Advise the City attorney's Office to amend its Annual Salary Ordinance section accordingly.

1594-77 Request to establish extended work week schedules for certain employees of the Bureau of Sanitary Engineering, Department of Public Works.

Action: Adopt Staff Report. Approve request of the Director of Public Works to establish rotating shifts for certain engineering employees of the Bureau of Sanitary Engineering.

1598-77 Survey of various paraprofessional classifications at the San Francisco Unified School District.

Action: Adopt Staff Report. Consolidate the paraprofessional classes identified in this report as indicated and adopt the related recommendations.

1607-77 Classification of 6 new positions, Department of Public Health, Community Mental Health Services: A supplemental appropriation.

Action: Adopt Staff Report.

1. Allocate 6 positions in budgeted classes as follows:
 - 1-1424 Clerk Typist (24.7 \$709M\$850)
 - 1-1720 Key Punch Operator (26.7 \$776M\$931)
 - 1-1842 Management Assistant (34.9 \$1129M\$1359)
 - 1-1855 Sr. Control Clerk, EDP (30.7 \$931M\$1118)
 - 1-1872 Programmer Analyst (36.9 \$1240M\$1496)
 - 1-2587 Health Worker III (28.7 \$850M\$1020)
2. Amend Sections 561010, 563010 and 565010A of the Annual Salary Ordinance accordingly. (This section represents no change in costs).

IN-SERVICE ACTIVITIES:

2706-77 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 7345 Electrician, Port Commission.

November 7, 1977: Over to the meeting of November 21, 1977.

November 21, 1977: Over to the meeting of December 5, 1977.

Action: Over to the meeting of December 19, 1977.

IN-SERVICE ACTIVITIES: (continued)

- 2719-77 Appeal of staff denial of request for appointment above the entrance rate for three employees in Class 8414 Supervising Probation Officer, Juvenile Court.
- Action: Adopt Staff Report. Deny Appeals of Fred Virgilio, Judy Hogan and Fred Kennedy.
- 2739-77 Appeal of staff denial of appointment above the entrance rate for Albert H. Costa, Class 8161 Chief Family Support Investigator, District Attorney's Office.
- Action: Deny Staff Report. Grant Appeal. Approve exempt appointment of Albert H. Costa at Step 3 in the compensation schedule established for Class 8161 Chief Family Support Investigator, District Attorney's Office.
- 2748-77 Proposed amendments to Civil Service Commission Rule 19 - Limited Tenure Appointment.
- Action: Post for adoption at the second meeting of January, 1978.
- 2749-77 Request for appointment above entrance rate for employee in Class 1242 Personnel Analyst, Civil Service Commission.
- Action: Adopt Staff Report. Approve permanent appointment of Peter Rattiger at Step 3.

MISCELLANIOUS:

- 3043-77 From the heads of various departments requesting authorization to make non-civil service appointments:
- | | | | |
|-----------------------------|-------------|-------------|-------------|
| Oral Authorization Numbers: | 1096 - 1097 | 5038 - 5057 | 8687 |
| | 1728 - 1758 | 6348 - 6358 | 9752 - 9770 |
- Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40414-77 Appeal of staff denial of protest of qualifications appraisal interview for Class 1118 Commercial Division Manager.
- August 15, 1977 : Over to the meeting of October 3, 1977.
- October 3, 1977 : Over to the meeting October 17, 1977.
- October 17, 1977 : Over to the meeting of November 7, 1977.
Commissioner Tarantino appointed a committee of one to review tape of oral interviews.
- November 7, 1977 : Off Calendar.
- Action: Over to the meeting of December 19, 1977.

RECRUITMENT AND EXAMINATIONS: (continued)

40463-77 Appeal of status on Eligible List E-5 Class 2528 Medical Steward.

Action: (In executive session) Adopt Staff Report. (Vote of 3 to 1: Commissioner Tarantino dissents.)

40507-77 Appeal from medical disqualification; H2 Firefighter Examination (List E-25).

November 7, 1977 : Over to the meeting of November 21, 1977.

November 21, 1977 : Over to the meeting of December 5, 1977.
Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

Action: Written material not submitted, over to the meeting of December 19, 1977.

40509-77 Appeal from medical disqualification; H2 Firefighter Examination (List E-25).

November 7, 1977 : Off Calendar.

November 21, 1977 : Over to the meeting of December 5, 1977.
Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

Action: Written material not submitted, over to the meeting of December 19, 1977.

40511-77 Appeal from medical disqualification; H2 Firefighter Examination (List E-25).

November 7, 1977 : Over to the meeting of November 21, 1977.

November 21, 1977 : Over to the meeting of December 5, 1977.
Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

Action: Written material not submitted, over to the meeting of December 19, 1977.

40512-77 Appeal from medical disqualification; H2 Firefighter Examination (List E-25).

November 7, 1977 : Over to the meeting of November 21, 1977.

November 21, 1977 : Over to the meeting of December 5, 1977.
Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

Action: Written material not submitted, over to the meeting of December 19, 1977.

RECRUITMENT AND EXAMINATIONS: (continued)

40520-77 Appeal of staff denial on unsatisfactory rating given to Thomas H. Jackson on Background Investigation for Class 8304 Deputy Sheriff.

November 7, 1977 : Over to the meeting of December 5, 1977.

Action: Over to the meeting of December 19, 1977. Sergeant Rykoff, SFPD requested to attend.

40530-77 Appeal of staff denial of protest on qualifications appraisal interview ratings for Class 1652 Senior Accountant.

November 21, 1977 : Appeal of Virginia Bernal over to the meeting of December 5, 1977.

Action: Over to the meeting of December 19, 1977.

40531-77 Appeal of staff denial of protest regarding terms of the entrance examination announcement for Class 1720 Data Entry Operator.

Action: Refer to staff for further study.

40215-77 Q-2 Police Officers Special Report.

No Business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 5, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5973-77 Geraldine LaFleur, 3284 Recreation Director, CETA, Recreation and Park Department, 11/10/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service.

5974-77 Angel Deloeza, 7306 Body and Fender Worker, Purchasing Department, Central Shops, 11/10/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service.

5975-77 Jack Hicks, 1404 Clerk, CETA, Purchasing Department, General Office, 11/15/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service.

5976-77 Gloria Davis, 8106 Legal Process Clerk, CETA, Finance and Records, County Clerk's Office, 11/18/77.

Action: Over to the meeting of December 19, 1977.

5977-77 Jessie Gray, 1424 Clerk Typist, CETA, Department of Public Health, Central Office, 11/4/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5978-77 Cynthia Greene, 2585 Health Worker I, CETA, Department of Public Health, Central Office, 10/20/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service.

5979-77 Calvin Evans, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 11/29/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service. Not to be certified again to Public Utilities Commission.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5980-77 Reconsideration of Civil Service Commission action of October 17, 1977: Cassie White, 2320 Registered Nurse, 5/E-426, Rule of Three, Department of Public Health, San Francisco General Hospital, 9/23/77.

October 17, 1977: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Department of Public Health.

Action: 1. Rescind action of October 17, 1977.

2. Off Calendar. Department to submit resignation, services certified as other than satisfactory.

5981-77 Rodolfo Ibay, 9110 Fare Collections Receiver, 14/E-17, Public Utilities Commission, San Francisco Municipal Railway, 11/10/77.

Action: Over to the meeting of January 9, 1978.

RESIGNATIONS:

5982-77 Riza Alpar, 5238 Associate Electrical Engineer, 2/P-5, Rule of Three, Public Utilities Commission, San Francisco Municipal Railway, 10/11/77.

Action: Over to the meeting of February 6, 1978.

5983-77 Edward Ramirez, 9163 Transit Operator, 288/E-107, Public Utilities Commission, San Francisco Municipal Railway, 10/27/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 2 year's experience outside the City and County service. Not to be certified again to Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 19, 1977 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Salomon
Commissioner Sing
Excused: Commissioner Alioto
Commissioner Powell
Commissioner Tarantino presided.

DOCUMENTS

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MINUTES:

Regular meeting December 5, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1358-77 Request to classify one newly budgeted position at the San Francisco Unified School District (1977-78 Budget).

Action: Adopt Staff Report.

1. Classify one new position in Class 1822 Administrative Analyst (Sch. 38.9 \$625B755, \$1359M1642). This action will result in a salary savings of \$561 per month based on the maximum step, 1977-78 rates.
2. Advise the San Francisco Unified School District to amend their annual salary resolution accordingly.

1519-77 Request to classify one newly budgeted (1977-78) position at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position in Class 1802 Research Assistant (Sch. 34.5 \$510B614, \$1109M1335). NOTE: Salary savings of \$240 per month.
2. Advise the San Francisco Unified School District to amend their annual salary resolution accordingly.

1523-77 Review of three classifications in the office of the Registrar of Voters-Recorder.

Action: Adopt Staff Report.

A. Establish three new classes as follows:

1. 1475 Elections Planning Supervisor (Sch. 40.5, \$674B814, 1466M1770).
2. 1473 Elections Planning Assistant Supervisor (Sch. 37.0 \$572B691, 1244M1503).
3. 1471 Elections Worker (Sch. 34.5 \$510B614, \$1109M1335).

B. Reallocate one position in each of the following classes to the new classes as indicated:

1. 7206 Voting Machine Supervisor (Sch. 40.5 \$674B814, \$1466M1770) to 1475 Elections Planning Supervisor (Sch. 40.5, \$674B814, \$1466M1770).

CLASSIFICATION AND PAY: (continued)

2. 7201 Voting Machine Assistant Supervisor (Sch. 37.0 \$572B691, \$1244M1503) to 1473 Elections Planning Asst. Supervisor (Sch. 37.0 \$572B691, \$1244M1503).
 3. 7464 Voting Machine Repairer (Sch. 34.5 \$510B614, \$1109M1335) to 1471 Elections Worker (Sch. 34.5 \$510B614, \$1109M1335). (These reclassifications reflect no change in costs.)
- C. Abolish Classes 7206 Voting Machine Supervisor, 7201 Voting Machine Assistant Supervisor, 7464 Voting Machine Repairer.
 - D. Grant status in the new classes to the three permanent incumbents named in this report.
 - E. Amend Annual Salary Ordinance Section 255010 to reflect this action. (Vote of 2 to 1: Commissioner Sing dissents.)

1556-77 Classification of one new position (1977-78 Budget), Position Control Section of the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position in Class 1426 Senior Clerk Typist (Sal. Sch. 26.7 \$357-428BW).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1610-77 Request of the Director of Health Care Services for review of personal services contract between the Department of Public Health and McCoy's Patrol Service.

Action: Adopt Staff Report. Personal services contract reviewed; forward contract to Purchaser of Supplies.

1612-77 Classification of one new position (1977-78 Budget) in the Recreation and Park Department, Business Division.

Action: Adopt Staff Report.

1. Allocate one newly budgeted position in the Recreation and Park Department, Business Division to Class 1652 Senior Accountant (Sch. 36.8 \$567B684, \$1233M1488). (This amount has been budgeted and results in no change in costs.)
2. Amend Annual Salary Ordinance Section 651010A to reflect this action (remove SC symbol).

1613-77 Classification of two new positions (1977-78 Budget) in the Adult Probation Department.

Action: Adopt Staff Report.

1. Establish new Class 8435 Senior Supervising Adult Probation Officer (Sch. 42.2 \$731B882, \$1590M1918, 2) at a salary recommended by the Department.
2. Allocate two new positions to the new class.
3. Amend Annual Salary Ordinance Section 111010 accordingly.

1614-77 Survey of one position in Class 8442 Senior Probation Officer in the Adult Probation Department.

Action: Deny Staff Report.

1628-77 Request to classify four new positions for the Community Development Rehabilitation Assistance Program of the Department of Public Works, Bureau of Building Inspection.

Action: Adopt Staff Report.

1. Allocate four new positions as follows:

- A. 1-6336 Property Rehabilitation Manager (Sch. 46.6 \$899B1088, \$1955M2366).
- B. 1-6331 Building Inspector (Sch. 44.1 \$800B966, 1740M2101).
- C. 1-6242 Plumbing Inspector (Sch. 44.6 \$818B989, \$1779M2151).
- D. 1-1426 Sr, Clerk Typist (Sch. 26.7 \$357B428, \$776M931).

2. Amend Annual Salary Ordinance Section 415099 (Federally funded positions) to reflect this action.

1630-77 Request to classify one newly budgeted position in Class 1823 Senior Administrative Analyst at the San Francisco Unified School District (1977-78 Budget).

Action: Adopt Staff Report.

- 1. Classify one new position in Class 1823 Senior Administrative Analyst (Sch. 41.9 \$721B870, \$1568M1892).
- 2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1631-77 Establishment of a new classification, 2988 Director, Aging Program.

Action: Adopt Staff Report.

- 1. Establish Class 2988 Director, Aging Program (Sch. 49.1, \$1013B1226, \$2203M2667) at a rate recommended by the Commission on the Aging.
- 2. Reallocate one position in Class 2999 Executive Director, Commission on the Aging (2035M2035) to the new class. (This represents a cost increase of \$632 per month based on the 5th step of the new class).
- 3. Abolish Class 2999 Executive Director, Commission on the Aging.
- 4. Amend Annual Salary Ordinance Section 152010 to reflect this action.
- 5. Advise the Commission on the Aging to submit a supplemental appropriation. (Vote of 2 to 1: Commissioner Salomon dissents.)

1632-77 Amendment of class specification for Class 2234 District Health Officer, Department of Public Health.

Action: Adopt Staff Report. Amend class specification for Class 2234 District Health Officer. (This action represents no change in costs).

1636-77 Classification of one new position (1977-78 Budget), Maintenance and Operations Department, San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify one new position in Class 1446 Senior Clerk Stenographer (Sal. Sch. 28.3 \$384-460bw).
2. Advise the San Francisco Unified School District to amend their annual Salary Resolution accordingly.

1637-77 Classification of three new positions, San Francisco Community College District.

Action: Adopt Staff Report.

1. Allocate three new positions in budgeted classes:
 - A. 1-1424 Clerk Typist (24.7 \$709M850).
 - B. 1-1426 Senior Clerk Typist (26.7 \$776-931).
 - C. 1-1630 Account Clerk (24.6 \$707M848).
2. Advise the San Francisco Community College District to amend their Annual Salary Ordinance accordingly.

1656-77 Renewal of personal services contract between Department of Public Health and David P. Pinkowski.

Action: Over to the next meeting.

IN-SERVICE ACTIVITIES:

2661-77 Determination of status of eligible on list for Class 3434 Tree Topper.

Action: Remove Vince Courtney from eligible list for Class 3434 Tree Topper. Not to be certified again to Recreation and Parks Department.

2706-77 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 7345 Electrician, Port Commission.

November 7, 1977: Over to the meeting of November 21, 1977.

November 21, 1977: Over to the meeting of December 5, 1977.

December 5, 1977: Over to the meeting of December 19, 1977.

Action: Adopt Staff Report. Approve the permanent appointment of Philip M. Cornyn at step 5 in the compensation schedule established for Class 7345 Electrician pending the Controller's certification that funds are available. This action to be effective on December 19, 1977.

IN-SERVICE ACTIVITIES: (continued)

- 2744-77 Appeal of cancellation of the certification of Thomas Steele to a permanent position in Class 1654 Principal Accountant in the Model Cities Agency.
Action: Adopt Staff Report. Deny Appeal.
- 2745-77 Appeal of staff denial of request for assualt pay for Jack Boon, Class S104 Motorman, Municipal Railway.
Action: Adopt Staff Report. Deny Appeal.
- 2747-77 Appeal of staff denial of request for appointment above entrance rate for employee in Class 7387 Upholsterer, Municipal Railway.
Action: Adopt Staff Report. Deny Appeal of Charles B. Tweedy. (Vote of 2 to 1: Commissioner Sing dissents.)
- 2750-77 Appeal of staff denial of request to deem promotive the appointment of Jennie Ching in Class 2924 Medical Social Worker Supervisor, San Francisco General Hospital.
Action: Adopt Staff Report. Deny Appeal. (Vote of 2 to 1: Commissioner Sing dissents.)
- 2761-77 Appointment of employee to position in Class 1242 Personnel Analyst.
Action: Adopt Staff Report.
- 2764-77 Request for approval to appoint eligibles above the entrance rate in certain classifications.
Action: Adopt Staff Report.
- 2766-77 Request for approval to effect an internal transfer of funds, Civil Service Commission.
Action: Approve.

MISCELLANEOUS:

- 3044-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1098 - 1100 5058 - 5083 8688
1759 - 1784 6359 - 6364 9771 - 9838

Action: Approve.
- 3045-77 Requests from departments to backdate requisition:

P-4058 2394 Central Processing & Dist. Supv. 8/26/77 Department of Public Health
T-70460 9744 Staff Assistant VI 11/1/77 S.F. Unified School District

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40414-77 Appeal of staff denial of protest of qualifications appraisal interview for Class 1118 Commercial Division Manager.

August 15, 1977: Over to the meeting of October 3, 1977.

October 3, 1977: Over to the meeting of October 17, 1977.

October 17, 1977: Over to the meeting of November 7, 1977.
Commissioner Tarantino appointed a committee of one to review tape of oral interview.

November 7, 1977: Off Calendar.

December 5, 1977: Over to the meeting of December 19, 1977.

Action: Over to the next meeting. The Commission stipulated that this would be the final continuance.

40435-77 Report of Medical Examiner regarding Mr. Ernest Krause, 17/E-9, Class 8304 Deputy Sheriff.

September 19, 1977: Over to the meeting of October 3, 1977.

October 3, 1977: Over to the meeting of November 7, 1977.

November 7, 1977: (In executive session) Refer through the medical examiner for evaluation and recommendation at the Commission's expense.

Action: (In executive session) Deny staff report. Find Ernest Krause qualified as to background in this examination for Class 8304 Deputy Sheriff.

40507-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

November 7, 1977: Over to the meeting of November 21, 1977.

November 21, 1977: Over to the meeting of December 5, 1977. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

December 5, 1977: Written material not submitted, over to the meeting of December 19, 1977.

Action: Adopt Staff Report.

40509-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

November 7, 1977: Off Calendar.

November 21, 1977: Over to the meeting of December 5, 1977. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

December 5, 1977: Written material not submitted, over to the meeting of December 19, 1977.

Action: Adopt Staff Report.

RECRUITMENT AND EXAMINATIONS: (continued)

40511-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

November 7, 1977: Over to the meeting of November 21, 1977.

November 21, 1977: Over to the meeting of December 5, 1977. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

December 5, 1977: Written material not submitted, over to the meeting of December 19, 1977.

Action: Adopt Staff Report.

40512-77 Appeal from medical disqualification; H2 Firefighter Examination (List E25).

November 7, 1977: Over to the meeting of November 21, 1977.

November 21, 1977: Over to the meeting of December 5, 1977. Both sides to submit written documentation in support of their positions for the review of the Commission in advance of the next meeting.

December 5, 1977: Written material not submitted, over to the meeting of December 19, 1977.

Action: Adopt Staff Report.

40520-77 Appeal of staff denial on unsatisfactory rating given to Thomas H. Jackson on Background Investigation for Class 8304 Deputy Sheriff.

November 7, 1977: Over to the meeting of December 5, 1977.

December 5, 1977: Over to the meeting of December 19, 1977. Sergeant Rykoff, SFPD requested to attend.

Action: Grant appeal of Thomas H. Jackson. Find qualified as to background in this examination for Class 8304 Deputy Sheriff.

40530-77 Appeal of staff denial of protest on qualifications appraisal interview ratings for Class 1652 Senior Accountant.

November 21, 1977: Appeal of Virginia Bernal over to the meeting of 12/5/77.

December 5, 1977: Over to the meeting of December 19, 1977.

Action: Over to the next meeting. Commissioner Sing appointed a Committee of one to review tape of oral examination.

RECRUITMENT AND EXAMINATIONS: (continued)

40543-77 Appeal of staff denial on protest of terms of promotional examination announcement for Class 7152 Transit Equipment Superintendent.

- Action:
1. Deny appeal of Ernest Ring to include Class 7258 Maintenance Machinist Supervisor I as a next lower rank.
 2. Appeal of Warren De Merritt over to the next meeting. Mr. George Duarte requested to attend this meeting in order to present management's position in this matter.

40215-77 Q-2 Police Officers Special Report.

No Business

40559-77 H-2 Firefighter Special Report.

Action: (In executive session):

1. Grant appeal of Daniel Pennisi. Find qualified as to background in this examination for H-2 Firefighter.
2. Appeal of Ronald Thiebault under submission. Ronald Thiebault to submit requested written document. Decision to be announced at some future date.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 11

December 19, 1977 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEAL OF AUTOMATIC RESIGNATION:

5984-77 Leah Minster, 1630 Account Clerk, 27/E-4, San Francisco Public Library, 11/22/77.

Action: Off Calendar. No action taken.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5985-77 Gloria Davis, 8106 Legal Process Clerk, CETA, Finance and Records, County Clerk's Office, 11/18/77.

Action: Off Calendar. No action taken.

5986-77 Ronnie Reed, 2736 Porter, CETA, Public Health, San Francisco General Hospital, 12/2/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service.

5987-77 Nathan Mann, 9910 Program Coordinator, CETA, MOET-PSE, 12/5/77

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA. Mayor's Office to report Dr. Mann's status to the Civil Service Commission in one month.

5988-77 Alice Armstrong, 1404 Clerk, CETA, Public Works, Central Permit, 10/27/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5989-77 Felix Ilejay, 1424 Clerk Typist, 337/E-181, Public Works, Engineering, 12/9/77.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5990-77 Robert Ford, 8214 Parking Controlman, 10/E-14, Police, Traffic Bureau, 11/11/77.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5991-77 Lynn Fountain, 8320 Counselor (Juvenile Hall), 5/E-19, Juvenile Court, Juvenile Hall, 11/22/77.

Action: Over to the next meeting.

RESIGNATIONS:

5992-77 Richard Sweeting, 8226 Museum Guard, CETA, Fine Arts Museums of San Francisco, 12/4/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's experience outside the City and County service. (Vote of 2 to 1 : Commissioner Salomon dissents.)

5993-77 Genevieve Howe, 1424 Clerk Typist, 22/E-166, Public Health, Community Mental Health Services, 9/15/77.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

5994-77 Gladys Jackson, 2424 X-Ray Laboratory Aide, 11/E-3, Public Health, San Francisco General Hospital, 11/8/77.

Action: Approve.

5995-77 Reconsideration of Civil Service Commission action of October 17, 1977: Helen Ng, 1404 Clerk, 235/E-14, Finance and Records, County Clerk's Office, 9/30/77.

October 17, 1977: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified again to the Department of Finance and Records.

Action: Sustain action of October 17, 1977. (Vote of 2 to 1: Commissioner Sing dissents.)

